

London Borough of Richmond upon Thames

Darell Primary and Nursery School

Minutes of the Meeting of the Governing Body held on
Tuesday 15th March 2022 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 (LM) <i>(left after pt 5.2)</i>	Nov 24 Dec 25
Headteacher		Joe Porter (JP)	N/A
Staff (1)	Staff Elected	Ravi Shankar (RS)	Dec 23
Co-opted (7)	Governing Body	Janet Deboo (JD) Jennifer Powers (JenP) Joanne Winship (JW) Jane Faulkner (JF) Vacancy Vacancy Vacancy	Dec 22 Nov 24 Dec 22 Jul 25
Associate Members		Emma Claridge (EC)	
		Paul Gilbert (PG)	

bold = absent

Also present: Angie Ahmed (AA) Clerk, Nikki Day (ND), SBM *(left after Pt 2 Draft Budget)*

		ACTION
1.	Welcome, apologies for absence and membership update	
1.1	Chair Janet Deboo (JD) welcomed all participants, in particular Nikki Day SBM to her first FGB. JenP and RS sent their apologies.	
1.2	JD noted that Fiona Booth had come to the end of her two x 4 year terms of office, in February 2022, and thanked her for her valuable contribution to the governing board and wished her all the best for the future. Vacancies (1 LA, 3 Co-opted): see 'Proposed new Governors' below (point 4).	
2.	Draft Budget 2022-2025 - presented by Nikki Day, SBM (Appendix 4) <i>(This item was brought forward in the Agenda to allow ND to leave after the discussion).</i>	
2.1	The Draft Budget needs to go to AfC by 31/03/22. The Final Budget by 30/06/22.	

2.2	<p>ND presented the Draft Budget, already discussed in detail with JP, JD and MB, which shows a carry forward of £72k into 2022/23. It includes the new staff structure following consultation, but does not include new staff that might be required for children with emerging SEN needs, or new admissions with SEN needs. The long EHCP process (6 months assessment and 20 weeks application) means that any new or emerging cases would have to be supported without additional external financial support for most of 2022-23, and would impact on the £72k figure. JP commented that existing staff may need to be flexible and provide cover for these children.</p> <p>Q: Is Strathmore at Darell included in the budget? A: No because it will not impact our costs.</p> <p>Q: Is PPG included? Can we track how PPG is spent? A: Yes, it is included and covers the teacher plus some uniform and trips. ND will be able to provide appropriate information to JW.</p> <p>Q: Can't we start the EHCP process earlier? A: No, the observation/assessment process cannot start until the child is in school and their needs are identified plus the 20 week timeline from submission of EHCP application to the decision by AfC. JP has already spoken with LBRuT and £24k has been promised (to cover costs to the school of supporting two children assessed as inappropriately placed who are waiting for transfer to a more appropriate setting) but has not yet arrived.</p> <p>Q: Can we make more provision for high needs children in the final budget? A: JP and ND agreed to discuss with Amanda and make an allowance in the final budget.</p>	
2.3	<p>PG said that there is a growing need for placements in the borough, with limited or no spaces available. JP is aware of three schools who are unfairly signposting high needs children to Darell and, at a recent Headteacher meeting, asked for a fairer metrics system for placing high needs children at an appropriate school, as Darell cannot afford to support them.</p>	
2.4	<p>MB praised the excellent work of JP, ND, JD and noted that the school is in a much better financial position than this time last year ago. The high costs of next year are largely redundancy costs, which are necessary for the new staff structure.</p> <p>Other points were noted: Nurture will continue, Reception admissions were assumed to be 22 p.a., lettings have started to bring in some income and may increase.</p> <p>The Board approved the Draft Budget.</p> <p>Action: JP, ND and AB to agree a figure for SEN staff for Final Budget</p> <p><i>(ND left the meeting)</i></p>	JP, ND, AB
3.	<p>To agree the minutes of the FGB held 07/12/21</p> <p>3.1 The minutes of the FGB 07/12/21 were approved.</p> <p>Action: AA to upload approved 07/12/21 minutes to Governor Hub and the school website.</p> <p>3.2 Matters Arising</p> <p>JP is planning to speak with one of the new governors regarding Health and Safety and the fire marshall.</p>	AA

	For updates on other actions from the 07/12/21 FGB minutes, see table at the end of this document.	
4.	Proposed New Governors JD proposed two new governors to the FGB - they have both had a tour of the school with Joe and have provided excellent references: 4.1 Kate Hatcher: local resident, solicitor, sister is a primary teacher. JD and JP were both happy to propose KH. The board formally ratified Kate Hatcher to the position of Co-opted governor. The term of office is four years ending on 15/03/2026. 4.2 Marianne Paemen: local resident, ex SBM of Sheen Mount, MBA and experience in finance. Based on the skills required and recommendations of the board at Darell Primary School, Achieving for Children Governor Support, working on behalf of the London Borough of Richmond upon Thames Local Authority, formally nominated Marianne Paeman to the position of LA governor. The term of office is four years ending on 15/03/2026. The board formally ratified Marianne Paemen to the position of LA governor. Action: JD to contact both new governors to confirm their appointments. AA to complete the induction admin for both. 4.3 Two vacancies remain. The FGB identified skills gaps that a new governor might fill: diversity, HR, marketing, SEND, sustainability. Action: AA and JD to progress recruitment for final vacancies.	AA/JD AA/JD
5.	Policies to be approved 5.1 PG had provided the Safeguarding Policy (Appendix 2) and noted the delay in seeking approval was due to KCSIE changes at LBRuT level and discussions amongst Designated Safeguarding Leads. The policy was approved by the FGB, subject to ex-governor Fiona Booth's details being replaced by those of LM, the new Link Governor for Safeguarding. Action: PG to amend Safeguarding Policy to include LM contact details. 5.2 LM noted that all governors should be using LGfL email addresses, rather than personal addresses which may not be secure. Action: PG to send all governors their LGfL login details. Action: AA to send contact details for the two new governors to PG so they can be added to the system. (LM left the meeting)	PG PG AA/PG

6.	<p>Staff Consultation (Appendix 3)</p> <p>JP presented key points from the final Staff Consultation document (Appendix 3) and added that the unions had been heavily involved. Ads have now been placed for the two vacant TA roles and PG is drawing up criteria for the Selection Process to identify which teacher will be made redundant. The decision will be made after Easter, in time for the person to apply for a new job for a September start.</p> <p>PG has secured a Headteacher position and will be leaving at the end of the year. EC will be applying for the vacant Deputy Head position.</p> <p>Action: SLT to manage the recruitment of two new TAs and the redundancy Selection Process.</p> <p>Action: JP to communicate the staff changes to parents in a positive way.</p>	<p>JP, PG, EC</p> <p>JP</p>
<p>7.</p> <p>7.1</p> <p>7.2</p>	<p>Headteacher's Report</p> <p>JP presented his Headteacher's report (appendix 5). Key points included:</p> <p>Celebrations</p> <ul style="list-style-type: none"> • Slowing the pace of curriculum development is allowing History, Geography and RE to become embedded before moving on to other subjects that need updating before Ofsted (unlikely to be before March 2023). • A programme of tailored interventions for those children working below age related expectations is working well. It is coordinated by Emma in her role as Assistant Headteacher, in close liaison with Amanda the SENCO. • Sarah James' new role is helping to develop teachers. She is also working on a Pupil Voice document. • The two SEN children who left to move to more appropriate settings are now doing very well. • £10k has been received from Shell for a green screen. • Royal Institute is offering Maths masterclasses at Darell. • The LA is providing £250k to repair the roof and £60k for fire doors. • Darell pupils (including PP children) are performing well in Debate Mate, winning 6 of 8, and showing increased confidence. • 22 pupils have put Darell as first choice and the Nursery is nearly full for entry in Sept 2022. The Open Day worked well. • The SLT and Governing Body have been working well together. <p>Q: How much maintenance will the green screen require? What will it cost? A: Details currently unknown.</p> <p>Action: JP and ND need to discuss and estimate costs for green screen maintenance.</p> <p>Challenges</p> <ul style="list-style-type: none"> • Covid cases are rising among staff, with four affected this week. • There has been some success with a Reception child with challenging behaviour, using 1to1, but it is taking a lot of SLT time. • The SENCO has made lots of referrals to external agencies. <p>Q: What about the Parent Voice? Has there been much communication from parents recently? The chatty style newsletter works well but is there an opportunity to capitalise on parental enthusiasm post-covid? A: JP would like to hear more from parents, his door is open but conversations have reduced during the pandemic. A parents' forum is being considered and a Summer Fair is planned,</p>	<p>JP/ND</p>

<p>7.3</p> <p>7.4</p>	<p>which will hopefully re-energise the PSA. EC said that parent volunteers are now helping with reading in school.</p> <p>Health and Safety</p> <p>Action: JP to send an interim H&S report to governors before the next FGB.</p> <p>SIP Report The latest SIP report was not available for this meeting. JP advised that there will be a SIP review in the summer term to give staff experience of Ofsted-style questions.</p> <p>Action: JP to circulate the SIP report to governors next week.</p>	<p>JP</p> <p>JP</p>
<p>8.</p>	<p>Strathmore at Darell</p> <p>JP advised that the building is due to be completed by June but this may carry over into the summer holidays. First admissions will be in September. The staff will come from Strathmore.</p> <p>Q: What are the longterm plans? How long will this arrangement last? Where will the children move on to? A: This needs to be agreed with Anna Chiva, Associate Director for Special Educational Needs at AfC, to include Terms of Reference and Dates of Review.</p> <p>Q: Do Darell parents know? A: Not yet.</p> <p>Action: JP to explain Strathmore at Darell to parents, particularly the SRP parents.</p> <p>Action: JD to invite Ivan Pryce, Strathmore Headteacher and Anna Chiva, to next FGB.</p>	<p>JP</p> <p>JD</p>
<p>9.</p> <p>9.1</p>	<p>Verbal Report from Committees</p> <p>Achievement and Curriculum (A&C)</p> <p>JW reported that there had not been a recent meeting but there had been a monitoring visit to look at Phonics with EC, including the pre-school intervention groups. JW reported that Phonics teaching is very different now and has a good, consistent approach using Little Wandle. Credit goes to the staff's hard work behind the scenes for successfully adopting the new scheme, language and mantras.</p> <p>A&C will also look at Early Years (EY) following previous concerns from Ofsted and SIP. EC said that EY now has new staff and the school is confident in the programme of improvement which includes improved knowledge of the EY curriculum, SMART targets, fortnightly meetings, engaged children and reflective staff.</p> <p>Q: What is happening with the National Tests? A: Phonics will be at the end of June; KS1 and KS2 SATs will take place but will not be reported in league tables. However Darell will be able to use the results data to inform parents of successes.</p> <p>Action: A&C Committee to look at Curriculum and Data and Early Years in the Summer term.</p> <p>Action: JW to provide a governor Monitoring Visit Report to AA for filing on Governor Hub.</p>	<p>JW</p> <p>JW</p>

<p>9.2</p>	<p>Pupils and Community (P&C)</p> <p>The committee is confident that behaviour for learning is satisfactory based on evidence in the SIP report and teacher observations conducted by SLT. The recent Behaviour monitoring visit conducted by JD and JP was therefore to review the children's behaviour at lunchtime and in the playground plus to explore the children's understanding and experience of implementation of the behaviour rules in school. After an observation tour, the governors led a discussion with a group of 6 children, all Playleaders, whose role is to facilitate activities and monitor behaviour in the playgrounds. The overall impression was that children feel safe and happy in school and that the behaviour rules are understood and implemented successfully.</p> <p>JD reported that the P&C committee met in February and reflected on the success of the Open Day. The next meeting will be Monday 21 March.</p> <p>Action: JD to send governor Monitoring Report to JP, and to AA for filing on Governor Hub.</p> <p>The P&C Committee is working on a Messaging Grid to ensure consistency of messaging across school comms e.g. 'Make a Difference' plus others that reflect the values of the school.</p> <p>Q: Could parents be involved in developing these? A: Possibly, but the suggestions should come initially from the SLT and governors' vision and ethos.</p> <p>Action: P&C committee to finalise Messaging Grid in liaison with SLT and decide how to involve parents.</p>	<p>JD</p> <p>JD, JenP</p>
<p>9.3</p>	<p>Resources</p> <p>MB reported that the Resources Committee (JD,JP LM, MB) had met twice in the Spring term, and had covered:</p> <ul style="list-style-type: none"> • Budget Monitoring report • Forecast budget and staff restructure • Approval of the Code of Conduct and Whistleblowing Policy. <p>In summary the current financial position is much better than expected.</p> <p>Action: JW to share thoughts on Whistleblowing Policy with MB and report back to PG.</p> <p>Action: Resources Committee to set up income generation sub-committee which will also look at how to promote the lettings option.</p> <p>Action: JD to talk to new governor Marianne about grant applications (which must come from a charitable body, e.g. the PSA).</p>	<p>JW/MB</p> <p>MB</p> <p>JD</p>
<p>10.</p>	<p>Update from Working Groups</p>	
<p>10.1</p>	<p>Pupil Premium Group (PPG)</p> <p>JW said that the PPG group (JW, JF, LM) had met this week and had looked at the PP Review from Kathryn Kashgap at AfC. The review included many positives about good practice.</p>	

<p>10.2</p> <p>Safeguarding</p> <p>10.3</p> <p>Special Educational Needs and Disabilities (SEND)</p> <p>10.4</p> <p>Early Years</p>	<p>Recommendations included: focus on oracy, encourage exploration of ideas, talking.</p> <p>Points for consideration included: structure of reading lessons (vocab first or after?), ensuring children remain engaged and not lose interest. EC commented that work was being done to make sure that children feel represented in the books used.</p> <p>Ex-governor Fiona Booth and LM had provided a report on their recent Monitoring Visit. PG confirmed they had completed the required Single Central Register check. FB asked PG to review data security of companies used by the school e.g. with the Arbor Data Information Officer.</p> <p>Action: PG to talk to the Data Information Officer at Arbor to check that appropriate safeguarding checks are in place</p> <p>Action: LM to visit again in the summer term.</p> <p>Action: PG to change the named governor for Looked After Children to LM.</p> <p>PG confirmed that a lot of staff safeguarding training had taken place, including from the LA Safety Advisor. There have also been two rounds of training for parent volunteers.</p> <p>JD thanked the SENCO for the SEND and Nurture Team reports (Appendix 5b and 5c) which were also sent to AfC.</p> <p>JP mentioned the Nurture Transition Project Year 6/7 which will include vulnerable pupils from other schools who need help with transition to secondary.</p> <p>Action: JP to keep JD informed of the Nurture Transition Project.</p> <p>See point 9.1 A&C Committee.</p>	<p>PG</p> <p>LM</p> <p>PG</p> <p>JP</p>
<p>11.</p> <p>Any Other Business</p> <p>12.</p> <p>Date of the next meeting</p>	<p>JP and team are supporting the Site Manager during the current crisis in Ukraine and governors also offered their support. JP also noted that there are Ukrainian and Russian pupils in the school and the staff would continue to encourage the school values of being kind and caring to all.</p> <p>Tuesday 28th June</p> <p>There being no further business, the meeting closed at 20:50.</p>	

J.E. Deboo

Signed by the Chair
Date 28 June 2022

Full Governing Body Actions

Updated as of 15th March 2022

Meeting/ Minute	Action	Assigned to	Update	Target date or Completed?
23.3.2021	Re-share the DBS check link. All governors to complete the application asap	JD	Relevant govs to contact Laura in office to complete applications	Complete
6.7.2021	Organise the publication of the redacted minutes on the school website.	AA/JD	Clerk now has access link to website	Complete
28.9.2021	Approach local councillors for the LA Governor role vacancy.	JP/JD	JP to talk to Cllr Penelope Frost	Complete
28.9.2021	File Dec of Int and upload summary to website. File Code of Conducts.	AA	Filed on Gov Hub	Complete
28.9.2021	Upload 06/07/21 redacted minutes to website	AA		Complete
07.12.2021	All governors to tell JD if they know of any potential governors ideally with fundraising, bid writing or financial experience.	All		Complete
07.12.2021	JD/AA to advertise governor vacancies on appropriate recruitment sites.	JD/AA		Complete
07.12.2021	AA to upload approved minutes to Governor Hub (in full) and the school website (redacted).	AA		Complete
07.12.2021	PG to share new safeguarding policy with FGB for approval.	PG/All	Shared on 8/12/21	Complete
07.12.2021	SLT to update EYFS policy	JW/EC/CT		
07.12.2021	Governors to arrange visits to look at curriculum books	JW	A&C Committee	Summer term
07.12.2021	Achievement and Curriculum committee to obtain relevant Insight information from Amanda SENCO.	JW	A&C Committee	
07.12.2021	Organize/delegate governor visit to monitor behaviour.	JD		Complete
07.12.2021	The SLT will follow up with SPA Head of Service and report back to the next FGB.	JP/PG/LM		To report to FGB in June
07.12.2021	Visit in January to check how DBS monitoring is working.	FB/LM		Complete

07.12.2021	SLT to review the fire marshall and evacuation plan.	JP	Interim report due before next FGB	
07.12.2021	A&C Committee to report back at next FGB.	FB		Complete
07.12.2021	P&C Committee to plan programme of work for 2022.	JD		Complete
07.12.2021	Resources Committee to look at a budget monitoring report.	MB		Complete
07.12.2021	Review draft PPG strategy	JW/LM	PPG Working Group	
07.12.2021	Review safeguarding audit, respond to PG, then feedback key points to the FGB	FB		Complete
07.12.2021	JD to speak with LMorg re taking on the Safeguarding Link Governor role and/or other committee roles.	JD/LM		Complete
15.03.2022	JP, ND and AB to agree a figure for SEN staff for Final Budget	JP, ND, AB		
15.03.2022	AA to upload approved 07/12/21 minutes to Governor Hub and the school website.	AA		
15.03.2022	JD to contact both new governors to confirm their appointments. AA to complete the induction admin for both.	JD/AA		
15.03.2022	AA and JD to progress recruitment for final vacancy.	JD/AA		
15.03.2022	PG to amend Safeguarding Policy to include LM contact details.	PG		
15.03.2022	PG to send all governors their LGfL login details.	PG		
15.03.2022	AA to send PG contact details for the two new governors so they can be added to the system.	AA		
15.03.2022	SLT to manage the recruitment of two new TAs and the redundancy Selection Process.	JP/PG/EC		
15.03.2022	JP to communicate the staff changes to parents in a positive way.	JP		
15.03.2022	JP and ND need to discuss and estimate costs for green screen maintenance.	JP/ND		
15.03.2022	JP to send an interim H&S report to governors before the next FGB.	JP		
15.03.2022	JP to circulate the SIP report to governors next week.	JP		

15.03.2022	JP to explain Strathmore at Darell to parents, particularly the SRP parents.	JP		
15.03.2022	JD to invite Ivan Pryce, Strathmore Headteacher and Anna Chiva, to next FGB.	JD		
15.03.2022	A&C Committee to look at Curriculum and Data and Early Years in the Summer term.	JW		
15.03.2022	JW to provide governor monitoring visit report to AA for filing on Governor Hub.	JW		
15.03.2022	JD to send governor Monitoring Report to JP, and to AA for filing on Governor Hub.	JD		
15.03.2022	P&C committee to finalise Messaging Grid in liaison with SLT and decide how to involve parents.	JD/JenP		
15.03.2022	JW to share thoughts on Whistleblowing Policy with MB and report back to PG.	JW/MB		
15.03.2022	Resources Committee to set up income generation sub-committee which will also look at how to promote the lettings option.	MB		
15.03.2022	JD to talk to new governor Marianne about grant applications (which must come from a charitable body, e.g. the PSA).	JD		
15.03.2022	PG to talk to the Data Information Officer at Arbor to check that appropriate safeguarding checks are in place	PG		
15.03.2022	LM to conduct SG visit again in the summer term.	LM		
15.03.2022	PG to change the named governor for Looked After Children to LM	PG		
15.03.2022	JP to keep JD informed of the Nurture Transition Project.	JP		