

London Borough of Richmond upon Thames

Darell Primary and Nursery School

Minutes of the Meeting of the Governing Body held on
Tuesday 28th June 2022 at 6.30pm

Constitution and Membership

Membership Category	Appointed By	Name	End of Term of Office
LA (1)	LA	Marianne Paemen	Mar 26
Parent (2)	Election	Matthew Beale (MB) Laura Morgan (LM)	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) Kate Hatcher Diana Waha Vacancy	Dec 22 Nov 24 Dec 22 Jul 25 Mar 26 Jun 26
Associate Members		Emma Claridge (EC)	
		Paul Gilbert (PG)	

bold = absent

Also present: For it 2 only – Ivan Pryce, Sarah Hurtado and Amy Collis

		ACTION
1.	Welcome, apologies for absence and membership update	
1.1	Chair Janet Deboo (JD) welcomed all participants, in particular to Kate, Marianne and Diana to their first FGB. JenP sent her apologies.	
1.2	The FGB ratified the appointment of Diana Waha to the Governing Body. There remains one vacancy on the Governing Body.	
2.	Strathmore at Darell, presented by Ivan Pryce, current Headteacher Strathmore and /CEO of Auriga Trust, with Sarah Hurtado, incoming Headteacher at Strathmore, and Amy Collis, teacher.	

<p>2.1</p>	<p>Ivan advised the FGB that Strathmore group of schools (under the Ariga Trust) is designed for children aged 4-19 with severe and profound learning difficulties. Strathmore School is co-located currently at three sites across Richmond. It is proposed that Strathmore open a unit at Darell School & Nursery from Autumn 2022 for Reception through to Year 2, to be called "Strathmore at Darell". The unit would initially support 5 children (3 moving from mainstream at Darell), growing to 8 over time. The children will not have physical difficulties nor serious behaviour issues at this site, as agreed with AfC.</p> <p>The unit would be self-sufficient, managed by Sarah as Strathmore headteacher and on a day-to-day basis by Amy as the class teacher for the unit. Darell leadership would not be responsible for the Strathmore at Darell unit. Amy is employed by Strathmore and has worked for them for the last 5 years.</p> <p>Sarah explained that in their experience, the secret to the success of this co-location approach is a shared ethos and vision. The Strathmore leadership have been discussing this proposal with JP for some time and are confident that there is a shared ethos and vision with Darell School.</p> <p>Amy outlined that the approach in the class would be continuous provision with child-led learning. There may be some shared events with the mainstream school, where appropriate, including lunchtimes.</p> <p>Strathmore believe that there can be significant benefits to the host school, including the sharing of strategies used in the unit with Darell teachers, shared opportunities and events.</p> <p>2.2</p> <p>Questions:</p> <p>Q.: MP asked what would happen to the children in the unit once they reach the end of Year 2.</p> <p>A.: Ivan reported that AfC realise they will need to create additional provision in the Borough for KS3 children. Some of the children in the Strathmore at Darell unit may transfer to Strathmore School which extends to KS3.</p> <p>Q.: LM asked about staffing for the unit.</p> <p>A.: Amy as class teacher, plus one HLTA, one TA and another part-time TA. Strathmore will provide cover for Amy's planning time. Strathmore leadership will visit the school regularly.</p> <p>Q.: JD asked where the unit will be located in Darell School.</p> <p>A.: JP reported that the plan is for the unit to have a separate entrance. They will use the current Mozart classroom, plus resource room and outside learning area. Some building work is required and it is hoped that this will be completed by 18th July so that visits may take place.</p> <p>Q.: JD asked how lunchtimes and playtimes would be managed.</p> <p>A.: S explained that the aim would be to be inclusive but a staggered approach will be trialled.</p> <p>Q.: JW asked about school times.</p> <p>A.: 9.05 – 3.20, starting on 5th September.</p>	
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2.3	JP confirmed that Darell will not be at a loss financially as a result of hosting Strathmore at Darell. He also confirmed his support for the proposal which he believes supports the community, provides appropriate support for children with learning needs and is in keeping with the inclusive ethos of Darell.	
2.4	<p>JD thanked Ivan, Sarah and Amy for coming to speak to the Governing Body. They then left the meeting. The FGB then had a further discussion about the proposal.</p> <p>The Governors accepted and approved the proposal for a Strathmore at Darell unit from autumn term, subject to the following being arranged:</p> <p>(a) Communications to parents and Darell children need to be carefully planned and positive messages given about the plan, JP to action. MB offered to join an open morning for parents as the parent governor representative.</p> <p>(b) The arrangements (and agreed key terms) between Strathmore and Darell should be documented in order to avoid any misunderstandings. This agreement should set out key parameters around the relationship and how it will work (such as how long the arrangement is likely to last, notice, each School's responsibilities etc). JD to contact Ivan about this.</p>	
3.	Minutes of previous meeting (Appendix 1) and update on actions (Appendix 2)	
3.1	The Minutes for the meeting held on 15 th March were agreed.	
3.2	Updates on actions are note below.	

<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>4. Technical support for governors</p> <p>LGfL email addresses – PG to arrange LGfL email addresses for the newer governors. All Governors are to use their LGfL for governor correspondence. Where technical support is required, PG can assist for now. MP offered to help with setting up accounts on phones and other devices.</p> <p>Governor Hub – must be used from now on for Darell documents. JD will ask the Clerk to remind everyone how to access Governor Hub. Also to ask the Clerk to set instructions around standardisation of documents.</p> <p>Google accounts – School uses Google Drive to create and collaborate on documents. It is proposed that governors should also be given access to enable collaboration on documents. PG to set up a Governor Drive and send details to governors.</p>	
<p>5.</p> <p>5.1</p> <p>5.2</p>	<p>Policies to be approved</p> <p>Health and Safety Policy (Appendix 3) – had been reviewed in detail by the Resources Committee. Approved by the FGB in this meeting.</p> <p>Pay Policy (Appendix 4) - had been reviewed in detail by the Resources Committee and by Legal.</p> <p>Q.: Are any major changes to pay policy proposed? A.: Key change is that in future school will not give new TLRs. However, those staff currently in receipt of TLRs will retain them.</p> <p>Policy approved by the FGB in this meeting.</p> <p>Clerk to be asked by JD to post the Policies in Governor Hub.</p> <p>MP and JF working with the Clerk to identify a clear list of which policies must be posted on the school website.</p> <p>MP asked where staff policies are stored and are fully accessible to staff. JP advised that all staff policies are available on the School Drive, to which all staff have access.</p>	

6.	<p>Final budget 2022-2025 (Appendix 5)</p> <p>MB confirmed that the version of the budget circulated with the papers is the final proposal, for approval by the FBG, having been examined in detail in the Resources Committee.</p> <p>He reported that the budget for FY22-23 (at £95,543 cumulative surplus) and the following two years now shows a surplus, although a deficit remains in FY 26 and 27. Overall the School is in a much stronger financial position than it had been. This is in large part due to the hard work of the School Business Manager through initiatives such as getting fixed deals on utility services.</p> <p>Following the staff restructuring earlier this year, redundancy and early retirement payments have eaten into the existing surplus but the restructuring was considered necessary to support the long term finances of the school.</p> <p>The budget is to be submitted to AfC by the end of June.</p> <p>The Governing Body approved the budget and also asked that their thanks be passed on to the SBM.</p>	
7.	<p>Headteacher's Report (Appendix 6)</p> <p>The Headteacher took the FGB through some key points from the detailed HT Report.</p> <p>7.1</p> <p>Nurture:</p> <p>This continues to be funded by AfC for FY23. Unfortunately, both members of the Nurture team have resigned, so new staff will now be sought. Those new staff members will also be asked to run Breakfast Club.</p> <p>7.2</p> <p>Pupil Numbers:</p> <p>The intake for next year's Reception class is now standing at 25 (including 11 pupils from Darell Nursery). A successful informal meeting with parents of incoming children was held the previous night.</p> <p>Nursery is currently full.</p> <p>Overall across the School, Darell is at 77% capacity.</p> <p>MP asked if the Governors could do more to support the School around marketing in order to try to increase school numbers.</p> <p>JP noted that the Pupils & Community Committee carries out this role. The School held an open day on a Saturday last year. This was a popular and well-attended event, so the School is likely to repeat it this year. Governors could perhaps support this event this year.</p>	

<p>7.3</p>	<p>LM asked about interaction with Wyndham Nursery (as a potential feeder for Reception).</p> <p>JP explained that the School has always had a good relationship with Wyndham. Renewed efforts will now be made to pick this up again.</p> <p>A discussion was held around pupils who leave the school, rather than go into Reception or even higher up the school. School tries to track reasons for leaving but it is more difficult for Nursery pupils. It was agreed that Governors could be involved in "exit interviews" for parents moving children to other local schools, so that the reasons for the move and any feedback for Darell can be explored. A format will need to be developed for this – to be actioned by the Pupils & Community Committee.</p> <p>Staff:</p> <p>The staffing restructure has been completed with no need for any compulsory redundancies. Staffing turnover for September is low.</p> <p>The SRP teacher role is being advertised. There is an ongoing absence of a TA in Nursery; and now the need to recruit for Nurture.</p> <p>School intends to make use of the Apprentice programme to appoint a new apprentice for Nursery in September.</p> <p>Governors asked about staff morale.</p> <p>JP reported that staff morale is good, with one or two exceptions, but all staff are tired.</p> <p>RS noted that the demands of Curriculum planning have been very high.</p> <p>LM asked whether exit interviews are carried out for staff.</p> <p>JP reported that these do not take place as a matter of routine. This is an area where governors may be able to support.</p> <p>7.4</p> <p>Pupil Achievement:</p> <p>SATs results are due in July and will be discussed in the Achievement & Curriculum Committee meeting. For KS2 there have been teacher assessments, which will be shared with Ofsted. The assessments show a good picture.</p> <p>7.5</p> <p>Behaviour:</p> <p>The School has a particular challenge with one child in Reception, who has been moved in to the Nurture group in the morning. External support is being requested, the case having initially been rejected by the Emotional Health Service team.</p> <p>The EP has delivered training to staff on an "emotion coaching" approach to managing behaviour.</p>	
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7.6	<p>Successes:</p> <p>School has managed to find appropriate settings for a number of high needs children whose needs cannot be appropriately met at Darell.</p> <p>Initiatives to support and develop children include:</p> <ul style="list-style-type: none"> • Artist in residence working across year groups; • Year 5 and 6 children involved in debating competitions. The teams finished in the top 25 of all schools nationally and the top 10 in London; • Hosting a series of Royal Institute lectures at school, inviting in pupils from other local schools to join the sessions, as well as a visit to the Royal Institute; • Introduction of floor books in KS1. 	
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>Verbal report from Committees</p> <p>Achievement and Curriculum Committee</p> <p>JW reported that the Committee had been provided with a thorough overview of the approach to curriculum development, with a deep-dive on the development of the Geography curriculum, where the model approach has been created for other subjects.</p> <p>The EYFS Policy was discussed in the last meeting. Governors asked EC to consider the audience for the Policy and to adapt the Policy's style and content to reflect this. EC will make the small changes agreed with the Committee now and publish this on the School website. A more detailed review will then be carried out in the Autumn.</p> <p>JP to share Curriculum development plan.</p> <p>Resources Committee</p> <p>MB reported that the Committee had reviewed the proposed Budget in detail in recent meetings and been exploring options for income generation.</p> <p>MB is stepping down from the position of Chair of the Committee and KH has agreed to take on this role. MB will remain on the Committee.</p> <p>MP to work with JP on a staff wellbeing questionnaire.</p> <p>Pupils and Community Committee</p> <p>JD [?] reported that the Committee has recently discussed:</p> <ul style="list-style-type: none"> • The proposed Green Wall (some additional funding is still required); • Engagement with the community, such as the successful Jubilee Picnic; • Potential use of the School as a community hub; • Marketing; 	

	<ul style="list-style-type: none"> Parental Survey which EC is working on. 	
9.	Update from working groups/designated governors	
9.1	Pupil Premium Group (PPG) JW reported that the WG had recently reviewed the progress and achievement data for a focused group of children.	
9.2	Safeguarding (Appendix 7 Link Visit and Appendix 8 LAC Report) LM's Safeguarding visit report was reviewed by the FGB. EC is to become the new Designated Safeguarding Leading from September, with JP and Amanda Blunden acting as deputies (once refresher training is completed). The LAC reported was also accepted. There are currently no LAC on the school roll.	
9.3	Special Educational Needs and Disabilities (SEND) The SEND report provided by the SENCO was reviewed and noted. The SENCO is currently acting as SRP lead as the previous lead left at May half term. The remaining SRP teacher has recently informed school that she too is taking up a post elsewhere. LM asked that a request be made to SENCO to make it clear in the Report where the same child is being referred to, i.e. rather than "a child" referring to "child A". JP to communicate this.	
9.4	Early Years EC reported that a lot of support has been provided to the Reception teacher, by the Phase Leader and the Assistant Head, and improvements have been made. The current Nursery teacher (and EY Phase Leader) will move to Reception in September.	

10.	<p>Any Other Business</p> <p>JP advised the FGB that an external (Ofsted-like) review will be carried out next week by 2 SIPs. The aim is to gain feedback for the School and teachers in order to identify improvements that can be made. This feedback will be delivered in a positive coaching style to staff.</p>	
11.	<p>Paul Gilbert</p> <p>Paul is leaving Darell to take up a headship in Surrey. The Governing Body and the SLT wished to extend their huge thanks for all his work at Darell and congratulations to Paul.</p>	
12.	<p>Date of the next meetings</p> <p>Tuesday 27th September 2022 Tuesday 6th December 2022 Tuesday 14th March 2023 Tuesday 27th June 2023</p> <p>There being no further business, the meeting closed at 8.30pm</p>	

Signed by the Chair

A handwritten signature in dark ink, reading "J.E. Deboo". The letters are cursive and fluid, with the first name "J.E." and last name "Deboo" clearly distinguishable.

Date 27/09/22

Full Governing Body Actions

Updated as of 22nd June 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 Conduct.	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		Complete
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	Complete
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	Attended presentation to all DSAs by the Head of SPA.	To report to FGB in June.

				Complete – verbal update July FGB
07.12.2021	Visit in January to check how DBS monitoring is working.	FB/LM		Complete
07.12.2021	SLT to review the fire marshalls and evacuation plan.	JP	Interim report due before next FGB	Due July
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	Complete
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	Completed. Included in final budget	Complete
15.03.2022	AA to upload approved 07/12/21 minutes to Governor Hub and the school website.	AA	Completed 01/04/2022	Complete
15.03.2022	JD to contact both new governors (MP/KH) to confirm their appointments. AA to complete the induction admin for both.	JD/AA	Completed	Complete
15.03.2022	AA and JD to progress recruitment for final vacancy.	JD/AA	One vacancy remains	
15.03.2022	PG to amend Safeguarding Policy to include LM contact details.	PG	Completed	Complete
15.03.2022	PG to send all governors their LGfL login details.	PG	Completed	Complete
15.03.2022	AA to send PG contact details for the two new governors so they can be added to the system.	AA	Completed	Complete
15.03.2022	SLT to manage the recruitment of two new TAs and the redundancy Selection Process.	JP/PG/EC	Staff restructure completed. Recruitment to vacancies underway	Complete
15.03.2022	JP to communicate the staff changes to parents in a positive way.	JP	Completed	Complete
15.03.2022	JP and ND need to discuss and estimate costs for green screen maintenance.	JP/ND	Cost est £39K. further fundraising is required.	Ongoing – target Easter 2023

15.03.2022	JP to send an interim H&S report to governors before the next FGB.	JP	Completed	Complete
15.03.2022	JP to circulate the SIP report to governors next week.	JP	Completed 01/04/2022	Complete
15.03.2022	JP to explain Strathmore at Darell to parents, particularly the SRP parents.	JP	Completed	Complete
15.03.2022	JD to invite Ivan Pryce, Strathmore Headteacher and Anna Chiva, to next FGB.	JD	Completed	Complete
15.03.2022	A&C Committee to look at Curriculum and Data and Early Years in the Summer term.	JW		Complete
15.03.2022	JW to provide governor monitoring visit report to AA for filing on Governor Hub.	JW		Complete
15.03.2022	JD to send governor Monitoring Report to JP, and to AA for filing on Governor Hub.	JD	Completed 01/04/2022	Complete
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		Ongoing
15.03.2022	Resources Committee to set up income generation sub-committee which will also look at how to promote the lettings option.	MB		Ongoing
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	Completed	Complete
15.03.2022	PG to talk to the Data Information Officer at Arbor to check that appropriate safeguarding checks are in place	PG	Completed	Complete
15.03.2022	LM to conduct SG visit again in the summer term.	LM	Completed 27/5/22	Complete
15.03.2022	PG to change the named governor for Looked After Children to LM	PG	Completed	Complete
15.03.2022	JP to keep JD informed of the Nurture Transition Project.	JP	Completed	Complete
28.06.22	Organize communications for parents around Strathmore at Darell.	JP		

28.06.22	Relationship between Darell and Strathmore to be set out in a key terms document.	JD/JP		
28.06.22	Governor Hub: all Governors to use this. Reminder how to access to be sent out by Clerk	JD		
28.06.22	Google Drive for Governors to be set up	PG		
28.06.22	Curriculum Development: Plan to be circulated	JP		