

London Borough of Richmond upon Thames

Darell Primary and Nursery School

**Minutes of the Meeting of the Governing Body held on
Tuesday 6th December 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) Joanne Winship (JW) Jane Faulkner (JF) Kate Hatcher (KH) Diana Waha (DW) Vacancy Vacancy | Dec 26 Dec 22 Jul 25 Mar 26 Jun 26 |
| Associate Members | | Emma Claridge (EC) | |
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bold = absent

Also present: Angie Ahmed, Clerk

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| 1. | Welcome, apologies for absence and membership update | |
| 1.1 | Chair Janet Deboo (JD) welcomed all participants and informed the meeting that this was Joanne Winship (JW) last meeting as her term of office has finished after 8 years. JD thanked Joanne for her contribution and support. There is a prospective new governor visiting the school on Friday 9/12/22 The clerk role was advertised on eteach – unfortunately no applicants. To be readvertised in January | |
| | Action: JD to inform AfC about JW end of term of office and vacancies | JD |
| | Action: JD to recruit three new co-opted governors via Inspiring Governance | JD |
| | Action: JD/ND/JP to recruit new Clerk via E-Teach and parent body | JD/ND/ JP |

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| | <p>(LM) CPOMS questions: This has been raised with AFC who have directed the school to follow up with CPOMS directly including looking at contract. Action: LM to forward CPOMS questions to MP</p> <p>(LM) Single Central Record There is one governor DBS outstanding Action: MP to follow up with Laura Gavin in school as now has DBS subscription</p> | <p>EC/LM/ND</p> <p>MP/LG</p> |
| 4. | <p>Headteacher Report</p> <p>Headteacher report was shared with governors. Feeling that new staffing structure was working well and that morale was good. Coffee morning was being held for N2 parents to support reception 23 applications Question: Is something similar planned for Windham Nursery Yes – this was postponed due to illness.</p> <p>Nurture is now much more integrated and cohesive with two new members of staff JP/EC visited school in Wandsworth to see Little Wandle.</p> <p>Question: How has this changed the way TAs are used during phonics sessions? At the school in Wandsworth TAs were micro teaching during the phonics lessons with their backs to the teacher and facing spotlight children. This has been adopted at Darrell and so far appears to be very effective.</p> <p>Question: What about phonics provision for children who join during the year? If they join after Year 2 there is a rapid catch up programmed. All new joiners will do a placement test. Children join their main class phonic sessions but also have up to 3xweekly catch up lessons.</p> <p>Strathmore@Darell is proving to be very positive</p> <p>KS2 results show Darell to be in the top 20% of schools nationally for progress and attainment The Autumn term SIP visit was positive – SIP interviewed a group of Year 5/6 pupils to follow up safeguarding concerns from Summer term review and these have been addressed. RE curriculum planning includes links to RE teaching at Christs school.</p> <p>Parking issues – the area around the school is now a CPZ. It will cost approx £3600 in business parking rates – the council have agreed to delay this until April and will discuss it further. Note: When ULEZ is extended the area around the school will be included in the new zone.</p> <p>Challenging targets have been set for KS1 and phonics for 2023 Note removing the children who joined in Year 1 last year helps to improve phonics results although still below national levels.</p> | <p>JP</p> <p>JP</p> |

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| | <p>Numbers are increasing and there have been several children who have joined the school.</p> <p>Staffing – all staff illness/absence is covered by SLT. There are no supply teachers used</p> <p>2020/21 figures show 70% stability (30% mobility) This was clarified as being children who have been in the school since the beginning of the Key Stage (mobility is any child joining since the beginning of the Key Stage)</p> <p>There have been a number of children who have joined since the last census and some that have come and left again when places become available at other local schools</p> <p>Note: Children who join and leave the school again take up a large resource and if they join after census the school does not receive funding for them.</p> <p>Question: Do the joiner/leaver figures include nursery? No – nursery is not included.</p> <p>Question: What have been the positive outcomes of the meeting with Charis Penfold (Director of Education Services)? – Information relating to marketing, peer reviews of school website, financial updates, information relating to fundraising.</p> <p>Question: Should Darell become a designated 1FE primary school (currently 2FE but agreement with AFC for admissions capped at 30) This was discussed briefly with pros and cons. To be revisited in next FGB.</p> <p>Action: JP to find out from AFC how long current agreement is for.</p> <p>Note: The current pupil figures includes children in the SRP not just mainstream so some classes are more than 30.</p> <p>Action: Staff absence policy to be finalised and agreed with FGB</p> <p>SIP feedback from Autumn visit was positive. There will be a further phonics/Early Reading review by the LA English/Phonics advisor in January with a focus on reading across the school.</p> <p>The SIP raised the question of a change of school name.</p> <p>Question: Should Darell school change its name? This was discussed briefly with pros and cons (Richmond Primary School was a suggestion by the SIP). To be revisited again after an Ofsted inspection.</p> | <p>JP/JD</p> <p>JP/JD</p> |
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| 5. | Verbal Reports from Committees. | |
| 5.1 | Achievement and Curriculum Committee Agreed focus and monitoring/work plan Considered achievement and progress data Interventions for children in Year 3 with low KS1 results Discussion on how to capture why KS2 results were so successful Committee to be chaired by LM | JW/LM |
| 5.2 | Resources Committee Have met once this term Appointed pay review sub-committee and headteacher pay review sub-committee. Both sub committees have met and approved recommendations. The pay rises approved by these sub-committees is approx £7k increase on budget Statutory teacher pay rises were not factored into budget – these need to be included in budget projection from end of Jan Future focus to scrutinise areas of proposed overspend, income generation, policies which need to be updated and on website Monitoring visit to be completed to focus on staff experience of the appraisal process. | KH |
| 5.3 | Pupils and Community Committee Have met twice this term. Preparation for open days Specific focus on policies for the website – all policies to be signed by JD/JP and then uploaded Parental survey to be completed Staff survey with focus on wellbeing to be completed Staff thank you cards introduced to be awarded twice per half term. The first ones have been very well received Pupil welfare focus. -DW to join this committee with initial focus on nurture | JP/JD DW |
| 6. | Update from working groups and designated governors | |
| 6.1 | Pupil Premium Working Group Complete monitoring visits to look at phonics intervention and whole class teaching with a focus on PPG pupils. Attendance was poor at the before school Y3 phonics intervention and this then has to be caught up during the school day. Consistency in teaching phonics in lessons seen and PPG engaged in learning. Teaching reading in the younger classes requires at least one other adult in the room. Also looked at Sports Premium – this is now available on the website. Consideration of using some of this sports premium to pay for intensive swimming lessons Question – Is Sports Premium Continuing? Yes for at least one more year. | |

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| 6.2 | <p>Safeguarding</p> <p>Two visits including pupil voice to gather children's views. Outcome overwhelming positive about experiences at Darell and able to give clear examples of how they have been taught about keeping themselves safe.</p> <p>Met with Laura Gavin to discuss procedures for attendance and punctuality and how absences and lateness are followed up. Clear procedures in place for this.</p> <p>Checked single central record – one governor DBS is outstanding</p> <p>Safeguarding governor role description – change one typo and then approved by FGB.</p> <p>Question – Have all governors done the KCSiE quiz? Yes – all completed</p> | LM |
| 6.3 | <p>SEN</p> <p>DW was absent from the meeting but has completed training on focus visits.</p> <p>Future focus visits to be discussed with Amanda with Nuture as a focus (link to Pupils and Community Committee)</p> <p>Governors had received a detailed SEND report from Amanda (SENCo)</p> <p>Question – Have the number of SEND pupils gone down? One Year 6 pupil has had EHCP funding reduced by 50% - this is being followed up by Amanda.</p> | DW |
| 6.4 | <p>Early Years</p> <p>Positive report and feedback from SIP visit.</p> <p>Monitoring visit to Nursery and Reception to be completed next term</p> <p>New designated governor to be appointed for Early Years</p> | JD |
| 6.5 | <p>Health and Safety</p> <p>Day to day Health and Safety is managed by the caretaker and overseen by the Business Manager.</p> <p>Suggestion of some additional hours and responsibility for caretaker to manage some aspects of the site health and safety (eg policies, PAT testing) New role has to be graded by Action HR – there will be a cost implication</p> <p>Actions from risk assessments/audits -weekly meetings between JP and caretaker although hopefully can be taken over by Business Manager</p> <p>Caretaker to attend some training</p> | MP |

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| 8. | Additional Meetings Proposed | |
| 8.1 | Staff Get together including thank you from governors – Friday 27th January 2023 6pm | JD |
| 8.2 | Governor training – Preparing for Ofsted – Tuesday 17th January 2023 6:30pm (1hour online) | |
| 9. | Any Other Business Strathmore@Darell are keen to expand into another classroom for a KS2 provision. A room upstairs has been identified Question – Is there a date/timescale for this? No timescales yet as it is just being discussed Date of next meetings Tuesday 14 th March 2023 Tuesday 27 th June 2023 There being no further business, the meeting closed at 8:30pm | |

J.E. Deboo

Signed by the Chair

Date: 14/03/23

Full Governing Body Actions

Updated as of 06/12/22

| Meeting/ Minute | Action | Assigned to | Update | Target date or Completed? |
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| 15.03.2022 | JP and ND need to discuss and estimate costs for green screen maintenance. | JP/ND | JP gave update at FGB – updated action below | Ongoing – target Easter 2023 |
| 28.06.22 | Relationship between Darell and Strathmore to be set out in a key terms document. | JD/JP | 27.09.22 update: Darell SBM Nikki Day and Strathmore Building Premises Manager to complete the work on this. 06.12.22 update: JP to circulate to governors before signing | |
| 28.06.22 | Curriculum Development: Plan to be circulated | JP | Complete | Complete |
| 27.09.22 | JD and Clerk to recruit three new co-opted governors via Inspiring Governance, after agreeing skills required | JD/Clerk | 6.12.22 update – to be revisited in January | |
| 27.09.22 | JD/ND/JP to recruit new Clerk via E-Teach and parent body | JD/ND/JP | 6.12.22 update – to be revisited in January | |
| 27.09.22 | JD to ask the company if the Green Screen can be done in two stages | JD | 6.12.22 update – being followed up by ND | |
| 27.09.22 | Approved version of Whistleblowing Policy to be sent to JP | JD | Complete | 6.12.22 |
| 27.09.22 | JP to include PSA recruitment in newsletter, with a focus on lower year parents | JP | Complete | 6.12.22 |
| 27.09.22 | Each committee to review the Revised Governance Structure Terms of Reference at first meeting and advise JD of any changes. | JW/LM JD/KH | Complete | 6.12.22 |
| 27.09.22 | JD to update and circulate the revised Governance Structure document | JD | Complete | 6.12.22 |

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| 27.09.22 | JD to check requirements for DPO with AfC | JD | Complete. DPO now in place | 6.12.22 |
| 27.09.22 | Governor visits should include Pupil Voice | All | Complete | 6.12.22 |
| 27.09.22 | JP will do a weekly blog on the website and the Headteacher's Welcome will be updated | JP | This has been reconsidered and no longer happening | 6.12.22 |
| 27.09.22 | JP to review budget for curriculum and report back to FGB | JP | 6.12.22 – for spring term meeting | |
| 27.09.22 | LM to follow up questions around data hosting by CPOMS. | LM | 6.12.22 update – EC to pursue with CPOMS. LM to forward questions to MP to follow up with her contacts. | |
| 27.09.22 | LM to talk to DW about delays with her DBS | LM | Complete | 6.12.22 |
| 6.12.22 | JP to investigate with AFC how long the current admissions agreement is in place for | JP | | |
| 6.12.22 | Staff absence policy to be finalised and agreed by FGB | JP | | |
| 6.12.22 | Set up governor fund and open bank account | MP | | |