

Darell Primary and Nursery School

Minutes of the Meeting of the Governing Body held at the School on
Tuesday 22nd May 2018 at 7.00 pm

Constitution and Membership

Membership Category	Appointed By	Name	End of Term of Office
LEA (1)	LEA	Vacancy	
Parent (2)	Election	Vacancy Alan Hamilton	Mar 21
Headteacher		Karen Bos	N/A
Staff (1)	Election	Vacancy	
Co-opted (9)	Governing Body	Janet Deboo Anna Gilbert Luke Martyr Jenny Mikkelsen (Vice-Chair) Tracey Mullins Kate Scally Joanne Winship Susanna Zotov (Chair) Fiona Booth	Dec 18 Sept 21 Dec 21 Dec 19 Jun 18 Dec 18 Dec 18 Sept 21 Feb 22
Associate Members	Governing Body	Jane Spencer Anthony Dunn	Sept 18 Dec 18

bold = absent

Also present: Assistant HTs Emma Claridge and Paul Gilbert, SMB Sara Burberry
Kate Nepstad (Clerk)

		ACTION
1	<p>Welcome and Apologies for Absence</p> <p>An apology for absence was received from governor Kate Scally and was accepted by the Chair. Governors were informed that David Linnette had resigned from the governing body, following the loss of his council seat. Susanna Z has been in contact with Governor Support in order to identify a suitable replacement LA governor. The election of a new parent governor will be postponed until the outcome of item 8 is clear.</p>	
2	<p>Declarations of Interest</p> <p>Jane Spencer reported that she has resigned from the Every Child, Every Day Trust Board. Kate N to make sure that her declaration form and published summary of declared interests will be updated to reflect this change.</p>	KN
3	<p>Minutes of the previous meeting and update on actions</p> <p>The minutes of the FGB meeting on Tuesday 27th March 2018 were accepted as</p>	

	<p>an accurate record. The minutes were signed by the Chair and will now be published on the website. The updates on actions noted at the meeting have been added to the table at the end of this document.</p>	<p>KN</p>
<p>4</p>	<p>GDPR Requirements</p>	
<p>4.1</p>	<p><u>Governing Body</u> Kate N explained what personal data she holds about members of the governing body and under what circumstances this data is shared. Governors were satisfied that the home-based working arrangements of the clerk included sufficient security/password protection to keep their data safe.</p> <p>Governors noted that they sometimes held personal data on staff or pupils, in the course of their work. It was noted that all governors should dispose of their papers carefully, not using their household rubbish bins but putting the papers into the school's confidential shredding bags. Governors noted that when they take part in an interview the papers are always handed back in. Governor Support have advised that governors should use LGFL (London Grid for Learning) email addresses instead of their personal home addresses, for their governor work.</p> <p>ACTION: Kate N to request LGFL email addresses for all governors, liaising with Click on Education and Sara B.</p>	<p>KN</p>
<p>4.2</p>	<p><u>School</u> Karen B updated governors on the activities underway to ensure that the school is meeting the requirements of GDPR:</p> <ul style="list-style-type: none"> • Paul Gilbert has been designed the acting Data Protection Officer for an interim period: it is anticipated that the school will be invited to buy into a local service for schools, in due course • Staff have been sent a letter to inform them how/with whom their salary and personal information is shared • SLT have completed a data audit using a recommended audit tool • Parents will be sent new consent forms for photographs, by the end of this week • A privacy notice will be added to the website • GDPR will be explained to parents in the school newsletter this week. <p>ACTION: The Data Protection Policy will be updated to reflect the new requirements and sent to Joanne W for review/comment prior to governor approval.</p> <p>Governors thanked Karen B and team for the work that was being done to make the school as compliant as possible before the deadline on 25th May 2018.</p>	<p>KB/JW</p>
<p>5</p>	<p>School Improvement</p> <p>Karen B gave a verbal update, explaining to governors that the recent (and ongoing) SATs work had given the school occasion to observe how much more resilient the Y2 and Y6 children have been this year. She commented that the Y6 children were 'cool, calm and collected' and also that the papers had seemed</p>	

<p>5.1</p>	<p>generally fair. KS1 SATs are still going on, and governors were asked to note that this cohort included four new pupils to the school with very limited English language as well as two children from Butterfly Class.</p> <p>Early moderation of EYFS has been helpful this year and it appears that some of the school's judgements may have been too harsh, however, this is indicative of the high standards expected. The target is for 74% to reach the expected standard, but 70% is considered to be a more likely result.</p> <p><u>Safeguarding Report</u> Governors noted the report and asked the following questions:</p> <p>Q In terms of safeguarding, are things looking better or worse than last year? Karen B answered that this was not a simple answer. There are currently no children on child protection plans at school but in two recent cases reviewed by panel, children had been put into a lower category of need than school expected. Paul G noted that the service received from the local authority was variable across Richmond and Kingston. One trend that the school has noticed is towards reported incidents of domestic violence and neglect.</p> <p>Q Is that the result of increased sensitivity to neglect or a true increase in cases? Karen B acknowledged that staff and parents were increasingly vigilant. This vigilance may partly come from the growing number of parents joining the school as volunteers and therefore receiving in-house safeguarding training.</p> <p>Q Does the school have suitable systems in place for recording the concerns raised? SLT are finding that the current paper-based system is impractical. The school would like to move to an online logging system.</p> <p>ACTION: Karen B to research the most appropriate online safeguarding systems and report back to governors.</p>	<p>KB</p>
<p>6</p> <p>6.1</p> <p>6.2</p>	<p>Committee Updates</p> <p>Chairs of committees and working groups gave a verbal summary of the recent highlights of their work since the last FGB meeting in March.</p> <p><u>Resources Committee</u> (most recent meeting – 24th April 2018) Anna G explained to governors that the recent completion of the SFVS (self evaluation of the school's financial systems) identified some areas for tightening up and resulted in an action list which will come to each Resources meeting. The purpose is to ensure that the school has appropriate internal controls and effective policies and procedures in place. One outcome has been that the scheme of delegation now reflects the latest guidance from the borough. One outstanding challenge is to test the school's critical incident plan.</p> <p>ACTION: Karen B to name a date for the emergency procedure to be tested.</p> <p><u>Achievement & Curriculum Committee</u> (most recent meeting – 25th April 2018) Fiona B explained that the most recent meeting has been focused on data:</p>	<p>KB</p>

<p>6.3</p>	<p>governors scrutinized data with the corresponding phase leader. For the first time there was also a combined PPG/SEN data scrutiny session. Plans for EYFS (Reception in particular) were discussed, and the relevant sections of the most recent Teaching & Learning Review considered. The next A&C meeting will focus on the action plan for EYFS (Reception). In addition, Paul G delivered a presentation on Maths Mastery and this was followed by a learning walk when three governors went into four different Maths lessons to see the principles in action. Fiona B carried out an audit of the school's administration of KS2 SATs and the report has been filed with A&C Committee papers. It was noted that the spot check will not be combined with a SATs breakfast next year.</p> <p><u>Welcome Committee</u> (next meeting planned for 5th June)</p> <p>Alan H updated governors on the progress of the annual parent survey. 88 parents have completed the online survey during the first week. A reminder will be sent to encourage further responses. A laptop has been set up at reception to enable families without access to the internet at home to complete the form.</p> <p>ACTION: Alan H to liaise with Emma C and committee members and plan a new meeting date to ensure that the data can be collated and circulated beforehand.</p> <p>It was noted that the pupil feedback will be gathered in school later this term and the staff survey will be conducted in June. The results of these surveys will be summarised at FGB on 26 June 2018.</p>	<p>AH</p>
<p>6.4</p>	<p><u>PPG Working Group</u> (most recent meeting – 1st May 2018)</p> <p>This meeting was focused on data. The working group observed that Y6 PPG children were roughly where they expected to be, with some individual examples of great progress. There will be a deliberate policy of looking at PPG children's attainment as well as progress from now on. There will be an update on the strategy for PPG at the full GB meeting on 26th June 2018.</p> <p>Committee and Working Group chairs were thanked for their informative updates.</p>	
<p>7</p>	<p>Budget Update and Debt Recovery</p> <p>Sara B summarized that as much as possible was being done to reduce expenditure and the school needed more pupils and other new income in order to reduce the deficit. Some examples of the efforts being made to increase income:</p> <ol style="list-style-type: none"> 1. On census day, all children will eat school dinners, in order that all children on FSM will be captured in the headcount and the school reimbursed. 2. Dinner money debt is now being actively chased and penalties set: when debt reaches £100 the pupil will be on packed lunches until the debt is cleared. 3. Contribution money for trips is being more actively sought. 4. Discounts are being negotiated with supplier eg Kent County Supplies. <p>Sara B advised that a letter asking for parental donations should be sent out this term. Karen B noted that the recent attempts to clear outstanding debt may result in some negative feedback from parents in the current surveys.</p>	

	CONFIDENTIAL	
8	Academy Conversion update *CONFIDENTIAL*	
9	School Development Plan This item will carry forward to the next meeting of the full GB on 26 th June.	
10	AOB and date of next meeting The next FGB meeting will be on Tuesday 26 th June 2018.	

The meeting ended at 9.00 pm

Signed by the Chair _____ Date _____

Full Governing Body Actions

Updated as of 22nd May 2018

Meeting/ Minute	Action	Assigned to	Update	Target date or Completed?
12/12/17 10	Invite Frank K and the Trust's new COO to a working session to discuss key issues, such as scheme of delegation	SZ/JM	Meeting will take place 29/03/18	DONE
06/02/18 4	Submit an evaluation report on coaching pairs to FGB in the summer term.	KB	Carry forward	To come to FGB on 26.06.18
06/02/18 10.2	Ensure all governors have an opportunity to input into strategic priorities.	Chairs	Carry forward	To come to FGB on 26.06.18
06/02/18 11.2	Identify a vice Chair for PPG Working Group.	JW	Fiona B to act as VC	DONE
06/02/18 11.2	Write a 1-page outline of the role of the committee chair, to help clarify the workload.	FB	Carry forward	To come to FGB on 26.06.18
27/03/18 4.2	Give examples of Restorative Justice in practice in Newsletter next term and publish leaflet	KB	Some RJ awareness raising has taken place – more planned for Autumn	DONE
27/03/18 4.2	Add mention of the school's commitment to the principles of Restorative Justice to the Home School Agreement next year	KB		DONE
27/03/18	Propose a streamlined SEF	KB/SZ		To come to FGB

4.4	format which is based on the new Ofsted framework.			Dec 18
27/03/18 5	Explain that the parent survey is different from the survey that many completed for Ofsted.	AH	Not required due to later distributing of surveys	DONE
27/03/18 5	Provide a timeline for the pupil, parent and staff surveys and discuss the results with Welcome Committee in June 2018.	KB	See minutes	DONE
22/05/18 4.1	Request Igfl email addresses for all governors, liaising with Click on Education and SB	KN		26.06.18
22/05/18 4.2	Data Protection Policy updated to reflect new requirements and sent to Joanne W for review/comment prior to FGB approval in June	KB/JW		26.06.18
22/05/18 5.1	Research the most appropriate online safeguarding systems and report back to governors.	KB/SLT		26.06.18
22/05/18 6.1	Date for the emergency procedure to be tested	KB/SB		21.07.18
22/05/18 6.3	Plan new meeting date for Welcome Committee	AH		29.05.18