

Darell Primary and Nursery School

Minutes of the Meeting of the Governing Body held at the School on
Tuesday 11 September 2018 at 7.00 pm

Constitution and Membership

(including appointments made under item 4)

Membership Category	Appointed By	Name	End of Term of Office
LA (1)	LA	<i>Vacancy</i>	
Parent (2)	Election	<i>Vacancy</i> Alan Hamilton	Mar 21
Headteacher		Karen Bos	N/A
Staff (1)	Election	<i>Vacancy</i>	
Co-opted (9)	Governing Body	Janet Deboo Luke Martyr Jenny Mikkelsen (Chair until item 4)) Kate Scally Joanne Winship Fiona Booth Jane Spencer (Chair from item 4) <i>Vacancy</i> <i>Vacancy</i>	Dec 18 Dec 21 Dec 19 Dec 18 Dec 18 Feb 22 Sep 22
Associate Members	Governing Body		

bold = absent Also present: Kate Nepstad (Clerk)

		ACTION
1	<p>Welcome and Apologies for Absence</p> <p>The meeting began at 7.10pm. It was agreed that current Vice Chair Jenny Mikkelsen would chair the meeting until the election of a new Chair of Governors under item 4. It was also agreed that item 4 would be taken last. Apologies for absence were received from governors Kate Scally and Janet Deboo and were accepted by the Chair. Governors were reminded that Susanna Zotov resigned from the governing body at the end of last term but had expressed a willingness to continue to support the school from outside the GB. Governors noted their thanks for Susanna's hard work over the past year and agreed that her input would be requested, initially on Health & Safety matters.</p>	
2	<p>Declarations of Interest</p> <p>All governors checked and re-signed their forms or completed new forms for filing. The Clerk will chase up any outstanding forms, update the summary and publish it on the school website.</p>	KN
3	<p>Minutes of the previous meeting and update on actions</p> <p>The minutes of the FGB meeting on Tuesday 26th June 2018 were accepted as an accurate record. The minutes were signed by the Chair and will now be published on the website, minus any confidential sections. The updates on actions noted at the meeting have been added to the table at the end of this document. Also:</p>	KN

	<p><u>Testing 'lock-down' procedures</u> This item has been carried over from last term. There will be a 'lock-down practice before the end of term and this will be observed by one governor.</p> <p>ACTION: Karen B to liaise with Luke M and carry out the 'lock-down' exercise this term.</p> <p><u>Academy Application</u> Governors agreed that the school is no longer in a position to join the ECED Trust due to the financial deficit. The GB is not likely to consider the prospect of academising and joining a MAT for a couple of years. It was also noted that the GB had continuing concerns about the geographical location of some of the schools within the MAT: it was felt that this would not be helpful to Darell. Instead, governors encouraged Karen B to focus on building stronger links with other local schools through the locality teams and also to work 'school to school' with other, similar schools, in order to support school improvement.</p> <p>ACTION: Karen B to contact Maggie B and explain that Darell is no longer pursuing conversion to academy status as part of ECED Trust.</p> <p>ACTION: Karen B to discuss Darell's locality group membership with SIP Karen Freeney.</p> <p><u>Early Bird Training</u> Karen B explained that staff would not be able to be released from class to undertake the training this term, due to staffing pressures.</p>	<p>KB/LM</p> <p>KB</p> <p>KB</p>
<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p>School Improvement</p> <p><u>SIP Report Summer 2018</u> Governors noted the report which had been considered at A&C committee in July 2018.</p> <p><u>Reviewed School Development Plan 2017/18</u> Governors noted the final review of the SDP for 2017/18 and asked the following questions:</p> <p>Q Are you content with the current format of the SDP or will it change this year? Karen B recommended a change to a new format to reduce administrative time and avoid repeating the same information. It is likely the SDP will in future be a virtual folder with hyperlinks to other documents which provide the detail. These documents will not be written specifically for the SDP, they will be the components of the HT Report and will be prepared termly for FGB – as well as SDP - use.</p> <p><u>Teaching & Learning Report</u> Governors noted the report which had been considered at A&C committee in July 2018.</p> <p><u>SATs results 2018</u> Governors noted the data - which had been discussed in depth at the A&C committee meeting in July 2018. There were the following questions:</p> <p>Q What was the outcome of the request made for the remarking of some SATs papers? Karen B explained that they had not yet received news but the results would be published shortly.</p> <p>Q How will Darell's published results compare with those of other schools in the borough? Karen B explained that it is likely that Darell's GLD results will be low compared with other schools across Richmond and Kingston. Karen B reminded governors that there were over 51% EAL pupils in EYFS last year and high pupil mobility.</p>	

6	<p>Governing Body arrangements for 2018/19 There was a general discussion about the GB's working arrangements and the following points were agreed:</p> <p><u>Membership and Recruitment</u></p> <ul style="list-style-type: none"> • There are several vacancies on the GB and three experienced governors left the GB at the end of last year. • There needs to be a big focus on recruitment this term (although the Clerk urged caution when taking on too many new governors at one time). • It would be helpful if incoming governors had finance experience but also experience of governance. <p>ACTION: Alan H to liaise with Karen B on attracting candidates for the parent governor position.</p> <p>ACTION: Kate N to follow up with Governor Support's suggestion of potential candidates and liaise with Chair and HT.</p> <p><u>Working more strategically</u></p> <ul style="list-style-type: none"> • Governors need to streamline their efforts to have the optimum impact on school improvement. • SLT should not be inundated with requests for reports and information. • For maximum efficiency, the GB will focus only on the three strategic priorities for this year: Teaching and Learning; EYFS; Finance. • Three strategic priority groups will replace the conventional committee model. • SLT will limit all their statutory reporting to the HT Report at the end of each school term. This report will include one-page reports on an agreed list e.g. attendance, H&S, behaviour etc. • Every half term, SLT will provide governors with a single page of school information (e.g. pupil numbers, staffing, etc.). <p>ACTION: Karen B and Chair of Govs to agree a template for termly HT's report and the half termly school information paper.</p> <p><u>NEW Priority Groups 2018/19</u> After some discussion, the following ideas were agreed:</p> <ul style="list-style-type: none"> • The purpose of the groups should be to drill down into data relating to the three priority areas only, in order to gain assurances from school. • Each group should have a core membership of two existing governors and each group should be joined by new governors in due course. • Governors not present at the meeting should be invited to join a group. • Karen B should have general oversight, but there should be a lead staff member for each group, as suggested below: <table border="1" data-bbox="188 1624 1364 1892"> <thead> <tr> <th>Priority Group</th> <th>Teaching & Learning</th> <th>EYFS</th> <th>Finance</th> </tr> </thead> <tbody> <tr> <td>Core governors</td> <td>Fiona Booth Joanne Winship ?</td> <td>Jenny Mikkelsen Janet Deboo ?</td> <td>Jane Spencer Luke Martyr ?</td> </tr> <tr> <td>Lead Staff member</td> <td>Paul Gilbert</td> <td>Corinne Thomas</td> <td>Sara Burberry</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • The general principle should be to keep administration to a minimum: meetings will not be formally clerked and when meetings are not practical, emails will be used to share information within each group. 	Priority Group	Teaching & Learning	EYFS	Finance	Core governors	Fiona Booth Joanne Winship ?	Jenny Mikkelsen Janet Deboo ?	Jane Spencer Luke Martyr ?	Lead Staff member	Paul Gilbert	Corinne Thomas	Sara Burberry	<p>AH/KB</p> <p>KN/JS/KB</p> <p>KB/JS</p>
Priority Group	Teaching & Learning	EYFS	Finance											
Core governors	Fiona Booth Joanne Winship ?	Jenny Mikkelsen Janet Deboo ?	Jane Spencer Luke Martyr ?											
Lead Staff member	Paul Gilbert	Corinne Thomas	Sara Burberry											

	<ul style="list-style-type: none"> • It is recognised that without minutes to share with all governors, there is a danger of losing the big picture. • It is recognised that careful succession planning will be required so that the resignation of one governor does not prevent the group from being effective. • It was acknowledged that a clerk would be needed to support the termly FGBs. Governor Support advise that a clerk would need to work for 12 hours per FGB. It was noted that Kate N has resigned from her position as Clerk due to family circumstances and a new clerk should be recruited. <p>It was agreed to adopt this model for one year.</p> <p>ACTION: Karen B to explain the new working arrangements to SLT and staff as soon as possible.</p> <p>ACTION: Core governors to meet their staff link as soon as possible and define their remit for the year.</p> <p>ACTION: Finance Priority Group should request training from Grahame Craig and seek immediate clarification about how the school can run on a deficit.</p> <p><u>Marketing the school</u></p> <ul style="list-style-type: none"> • This another priority area but it was felt that this did not need to be run by governors. Karen B explained that advertising the forthcoming Open Days is in hand. • It was noted that former governor Tracey Mullins has offered to help with Marketing and Comms. <p>ACTION: It was proposed that there should be two events (coffee morning and evening session as well) to get parents involved. A specific request will be made for help from parents with marketing/comms experience.</p> <p>6.1 <u>Instrument of Government</u> The Clerk reminded governors that they could consider reconstituting in order to reduce the total number of governors in the IOG. This would be in line with national advice and reasonable given the size of the school. After some discussion, however, the current Instrument of Government was adopted for 2018/19 by the full GB.</p> <p>6.2/6.3 <u>Committee memberships and Order of Business for 2018/19</u> The committee arrangements will be superseded by the new Priority Groups, see above. The FGB meetings for 2018/19 will take place as listed at the end of the minutes.</p> <p>6.4 <u>FGB Terms of Reference</u> The GB's Terms of Reference for 2018/19 were adopted by the full GB, subject to one amendment:</p> <p>ACTION: Kate N to amend wording on the frequency of FGBs, to reflect the intended practice this year of 'at least one FGB meeting per term'.</p> <p>6.5 <u>FGB Code of Practice</u> The Code of Practice for 2018/19 was adopted by the full GB.</p>	<p>KB</p> <p>All</p> <p>JS</p> <p>KB/JS</p> <p>KN</p>
<p>4</p>	<p>Election of Chair and Vice Chair of the GB</p> <p>Vice Chair Jenny Mikkelsen nominated Jane Spencer for the position of Chair of Governors, who agreed to consider taking on the role for one year. After a short discussion there was unanimous support for the following actions:</p>	

	<p>Jane S was co-opted onto the governing body. Her term of office as a co-opted governor will run from 11 September 2018 to 10 September 2022.</p> <p>Jane S was voted in as Chair of Governors for one year. There will be an election for a new Chair of Governors in September 2019.</p> <p>Jenny M agreed to stay on as Vice Chair for one year. There will be an election for a new Vice Chair of Governors in September 2019.</p>	
11	<p>AOB and date of next meeting</p> <p><u>Order of business of 2018/19</u></p> <p>Full Governing Body meetings: 6.30pm on Monday 10th December 2018 * Please note change of date and time 6.30pm on Tuesday 26th March 2019 6.30pm on Tuesday 25th June 2019</p>	

The meeting ended at 8.40 pm

Signed by the Chair _____ Date _____

Full Governing Body Actions

Updated as of 11th September 2018

Meeting/ Minute	Action	Assigned to	Update	Target date or DONE?
27/03/18 4.4	Propose a streamlined SEF format which is based on the new Ofsted framework.	KB/SZ	Rollover	11.12.18
22/05/18 4.1	Request lgfl email addresses for all governors, liaising with Click on Education and SB	KN/SB	Governors decided not to pursue lgfl email addresses at this point	DONE
22/05/18 6.1	Date for the emergency procedure to be tested	KB/LM	A 'lock-in' procedure will be tested this term	19.10.18
22/05/18 8	Letter to be sent to parents to explain the implications of the school's deficit	KB/SZ	Letter sent 3 July 2018.	DONE
26/06/18 5d	Add the cost of Early Bird training to the current RPL application and/or consider other grants (e.g. Barnes Fuel Allotment)	KB/EC	KB has decided not to pursue training at this point	DONE
26/06/18 6	Consider their own committee's long-term priorities and report back to the next FGB.	Comm Chairs	A new working arrangement to be based on strategic priorities only	DONE
11/09/18 3	Liaise with Luke M and carry out the 'lock-down' exercise this term.	KB/LM		21.12.18
11/09/18 3	Contact Maggie B and explain that Darell is no longer pursuing conversion to academy status as part of ECED Trust.	KB		01.10.18

11/09/18 3	Discuss Darell's locality group membership with SIP Karen Freeney.	KB		01.10.18
11/09/18 6	Alan H to liaise with Karen B on attracting candidates for parent governor.	AH/KB		01.10.18
11/09/18 6	Follow up with Governor Support's suggestion of potential candidates and liaise with Chair and HT.	KN/JS/KB		01.10.18
11/09/18 6	Agree a template for termly HT's report and the half termly school update paper.	JS/KB		01.10.18
11/09/18 6	Explain the new working arrangements to SLT and staff as soon as possible.	KB		ASAP
11/09/18 6	Meet their staff link as soon as possible and define their remit for the year.	All govs		01.10.18
11/09/18 6	Finance Priority Group should request training from Grahame Craig and seek immediate clarification about how the school can run on a deficit.	JS/LM etc		01.10.18
11/09/18 6	Plan an event (coffee morning and evening session as well) to get parents involved in marketing the school. A specific request will be made for help from parents with marketing/comms experience. Tracy Mullins will be asked to help.	KB/JS		01.10.18
11/09/18 6	Amend wording on the frequency of FGBs, to reflect the intended practice this year of 'at least one FGB meeting per term'.	KN		01.10.18