

Darell Primary and Nursery School

Minutes of the Meeting of the Governing Body held at the School on
Tuesday 26 March at 6.30 pm

Constitution and Membership

Membership Category	Appointed By	Name	End of Term of Office
LA (1)	LA	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 Luke Martyr Jenny Mikkelsen Joanne Winship Fiona Booth Jane Spencer Toshko Botev Wendy Pitt Vacancy	Dec 22 Dec 21 Dec 19 Dec 22 Feb 22 Sep 22 Nov 22 Mar 23
Associate Members	Governing Body		

bold = absent Also present: Kate Nepstad (Clerk)

		ACTION
1	Welcome & apologies for absence and Membership update Governors ratified the appointment of Wendy Pitt on 20 January 2019. It was noted that her finance expertise has already been put to excellent use.	
2	Declarations of Interest None.	
3 3.1	Minutes of the previous meeting and matters arising The minutes of the FGB meeting on 10 December 2018 were agreed, subject to the addition of missing word 'updated' at the end of 6.2.3. The minutes will now be published. An update on actions can be found at the end of the document also:	KN

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3.1.1	<p><u>Reports for FGB</u> The SEF will be discussed at FGB in June 2019. Also, a new template HT Report and data summary doc has been created and will be shared. ACTION: Karen B to circulate the new HT data report template at beginning of next term as a dry run.</p>	KB
3.1.2	<p><u>PPG</u> Governor oversight on PPG needs to continue and a meeting is required to confirm the PPG spend for this year and the impact that it has made. ACTION: Joanne W to plan a PPG meeting with Amanda B, early next term.</p>	JW
3.1.3	<p><u>Learning Walk Summer Term</u> Governors suggesting this could be a pupil-led learning walk, followed by a meeting with relevant member of staff. The theme could be reading or writing. ACTION: Karen B to provide dates for summer term governor learning walks.</p>	KB
3.2	<p>'The Future for Darell': discussion held on 27 February Governors noted the outcomes from this discussion:</p>	
3.2.1	<p><u>Agreement to cap four year groups for 2019/20</u> Jane S contacted Matthew Paul and Charis Penfold (separately), explaining the situation for Darell. After some email communication, a meeting with Jane S, Karen B, Charis P, KF, MP, took place 10 days ago. The meeting was very positive. The outcome was an agreement that four year groups would be capped for 2019/20.</p> <ul style="list-style-type: none"> • Y1 - 1 class • Yr 2 – 2 classes* • Yr 3 – 2 classes* • Yr 4 – 1 class • Yr 5 – 1 class • Yr 6 – 2 classes <p>* there are very few spaces across the borough for these year groups so Darell will need to retain two classes.</p> <p>This has been confirmed in writing by Matthew Paul. We will need 10 teachers for next year and we have currently got 10 teachers. Jane S explained that there would be a parents' meeting at the beginning of next term to communicate the good news. After some discussion, it was agreed that it would be better to communicate soon rather than later, and to include a more positive finance message. Karen B suggested that a letter targeting each year group separately might be preferable.</p> <p>ACTION: Jane S and Karen B to plan a communication to parents about classes next year.</p> <p>Governors noted that the experience of teaching two years groups in three classes has been successful.</p>	JS/KB

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<p>3.2.2</p>	<p><u>Extending the Specialist Resourced Provision and setting up a SEND hub</u> Karen B is in discussion with AfC about extending the SRP (Specialist, Resourced Provision) through to KS2 for children with Moderate Learning Difficulties. KB and Amanda Blunden are also investigating the possibility of setting up a SEND hub for children who find it hard to engage at mainstream. Core lessons would be taught separately but children from the hub would integrate for other parts of the day and would certainly join their peers for registration. Karen B noted that there would be lots of movement between the hub and other classrooms, including the reverse integration of mainstream children into the hub for some activities. Karen N noted that this 'hub model' is very successful in Surrey and the key advantage is that these children would be taught by specialist Intervention Teacher. Another advantage might be having the staff to provide specific training for parents of SEND children, for example the 'Early Bird' course. Governors were reminded that this fits Darell's inclusive ethos, but that the development of the SRP was not part of an intention to turn Darell into a special needs school.</p> <p>Q How will the addition of more children with SEND at KS2 impact Darell's SATs results? There will be a total of only 8 pupils in the KS2 part of the SRP – a small proportion of the year 6 group. Like other schools, on the school's website the results will be listed both with and without SRP, although published performance data will not make this distinction.</p> <p>Q When will the KS2 SRP be confirmed? Anna Chiva (AfC) is currently finalising the proposal, which will entail a change of model as well. The KS1 and KS2 SRPs will be perceived as a single provision,</p> <p>Q Could the school develop a hub for stretch and challenge, too? It was agreed that this would be a helpful development and would provide reassurance to some parents that the higher ability children are also being catered for at Darell.</p>	
<p>3.2.3</p>	<p><u>Extending the Nursery offering</u> AfC are very keen to see the development of the Nursery. They would like to see the prioritising of full day children, taking on 2 yr olds and providing wraparound care. Governors were asked to note that this is what is needed in the community in order to provide a stimulating environment for the very young; especially for vulnerable and disadvantaged children, and children in care. It is hoped that the children who attend Nursery will choose to stay on at Darell school. Charis P is going to attend the next Inset day and work with Nursery to develop the vision. It was noted that this will be quite an adjustment for Nursery staff.</p> <p>ACTION: Governors from the EYFS group to attend this INSET day activity.</p>	<p>JM/JD</p>
<p>3.2.4</p>	<p><u>Rebranding</u> AfC is very keen for Darell to pursue rebranding in time for September 2019. Part of the new 'package' would be that the tag 'working with Barnes Primary</p>	

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School' would be included, to demonstrate the ongoing nature of the school to school support. The name 'Richmond Primary School' has been suggested, given that Darell was the first primary school in Richmond – in 1906.

Q What does rebranding mean? Will it change Darell's ethos? Karen B explained that it would involve a new name for the school, a new logo and a new uniform, but it would not mean a change of ethos or values. This continuity of ethos needs to be a very clear message to parents. However, governors noted that the common perception of Darell's ethos (creative activities, many trips and outings) is the legacy of former HT Brain Thompson's era, which was before schools had the same requirements to perform according to SATs and league tables.

Q What would the rebranding cost the school? AfC will enable Darell to use the borough school improvement fund (that has also funded the support from Barnes Primary) to contribute. The costs are likely to include signage, letterheads, uniform, major redecorating of all the common parts and classrooms etc. Costs will be kept low by using an in-house designer.

Q What changes will be made to uniform? Governors noted that the only element of the uniform that would need to change would be the sweatshirt/jumper. There was a discussion about other possible changes. Some governors commented that a smarter uniform would be beneficial: introducing a shirt and tie for children in Y5 and Y6 might be popular with pupils and parents alike. Karen B suggested that consideration was given to using house colours for PE and changing the system of school book bags and PE bags, saying that this caused problems for staff.

Q Where is the evidence that rebranding will lead to school improvement? Jane S explained that when talking to Barnes Primary HT Mark Hartley has made it clear that rebranding was the single most significant factor in turning the school round and a fuller explanation of how they rebranded has been requested. Karen B explained that for staff to make the leap to higher standards, there needs to be a clean break from the past.

There were a number of different viewpoints expressed, including that the fear that rebranding might be only 'tokenistic' and concern that some parents would not be supportive.

A vote was taken and the decision to pursue the rebranding exercise for Darell was approved by the governing body.

A range of initiatives will need to be pursued over the summer term in order for the new branding to be launch before the end of term, ready for September 2019. The following governors will form a working group to formulate a plan:

Rebranding Working Group	
Jane S	Joanne W
Jenny M	Wendy
Janet D	

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	<p>ACTION: Jane S to check if there is a statutory responsibility to consult parent prior to rebranding.</p> <p>It was agreed that, irrespective of the statutory requirement, a conversation with parents should begin as soon as possible.</p>	JS
4	<p>School Improvement</p> <p>4.1 Headteacher's reports were noted on the following topics:</p> <ul style="list-style-type: none"> • Safeguarding and Behaviour • Attendance • SEN <p>4.2 <u>SIP Report for Spring 2019: EYFS</u> Governors noted a comment about the lack of writing in journals, meaning that necessary evidence was not being recorded. Karen B explained to governors that some aspects of Barnes Primary's support for EYFS had been successful, for example improving the learning environment in Reception, but other important aspects such as the planning and recording requirements, and the development of the curriculum, had not received such attention.</p> <p>Karen B suggested that for EYFS, more support from AfC might be more beneficial than continuing support from Barnes and consequently this has been budgeted for next year. There was a mock moderation of EYFS last week to prepare the EYFS team for being moderated formally by AfC next term. Feedback from the moderation was helpful, concrete and positive. Darell staff have had lots of training but not sufficient time to implement it. This will be picked up at the INSET day.</p> <p>Q What is the target GLD for this year? As forecast, 10% higher than where we were last year.</p>	
5	<p>Governing Body Monitoring</p> <p>5.1 Governors noted the following summaries from the Priority Groups:</p> <ul style="list-style-type: none"> • Teaching and Learning • EYFS • Finance (see item 6) • Safeguarding <p>5.2 <u>Summer term monitoring and plans for 2019/2020</u> Jane S reminded governors that the traditional committees had been disbanded this year in order to focus on three strategic priorities, of which the most important was finance. Jane S and Wendy P have now successfully got to the bottom of the financial situation for Darell and expect to receive monthly monitoring reports from now on. Therefore, it was suggested that the committee model would now resume, with the following changes. There will be only two committees, one Resources and one Standards, with the remit of the</p>	

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	<p>former Welcome Committee being split between the two. The Resources Committee will be chaired by Wendy Pitt and the Standards Committee by Fiona Booth.</p> <p>The clerk reminded governors that the governing body was running with significant vacancies, with no LA or staff governor and only one parent governor. It was agreed that those spaces should now be filled.</p> <p>ACTION: Clerk to contact AfC for a new LA governor.</p> <p>ACTION: School to run parent and staff elections.</p> <p>ACTION: Wendy P and Fiona B to review and revise the committee terms of reference and suggest dates for initial meetings in the summer term.</p>	<p>KN</p> <p>KB</p> <p>WP/FB</p>
<p>6</p> <p>6.1</p> <p>6.2</p>	<p>Budget</p> <p><u>Update</u></p> <p>School Business Manager Sara B has resigned and has left the school. In the interim, Antonia Lord (SBM from Barnes) started to help with the Darell financial systems in December 2018, unravelling mistakes and sorting out inconsistencies in coding. The school then contracted with a consultancy called SMS, who have provided a Finance Officer for two days a week and they also provide some extra help at a strategic level. Jane S and Wendy P and Karen B have devoted much time and effort to the school's finances. The HCSS software, purchased last academic year, has proved to have been a good investment and now that the financial data inputting has been cleaned, basic reports can be run with accurate numbers and it has become possible to forecast. The next step will be to run automatic reports on single budget lines, for example PP spend. Wendy P and Karen B are planning to visit the SBM at Kew Riverside (where they also use HCSS) to gather information which will be useful when appointing a new SBM.</p> <p>Wendy P presented the finance summary, showing that the anticipated deficit as now become a carry forward of approx. £100,000. The savings have been the result of massive changes in the school, both reduction of teaching staff, the decision to cover staff absence with SLT, the spending freeze. The carry forward will be very helpful because of the financial challenges from next year onwards. There is also a £31,000 capital fund which has not been spent and it has been suggested that this is invested in IT next year. In addition, there is £7,000 in the budget for resurfacing the KS2 playground. This will go ahead.</p> <p><u>Draft Budget for 2019-2020</u></p> <p>Wendy P explained that the school will see over £200K reduction in income next year, which is partly due to reduced pupil numbers. Therefore, there will have to be £131K of further savings next year. There will be 10 class teachers and an SEND teacher. One supply teacher is being made permanent and the budget includes supply cover for each teacher to have one day out of their</p>	

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6.3	<p>classroom for training or research each term. The budget doesn't include the new SRP which will be cost neutral as AfC are expected to fund the set up. Additional costs next year include Mark H's consultancy, new finance systems, a redundancy.</p> <p>Governors agreed that the Finance Group (Jane S, Wendy P, Karen B) should proceed with the draft budget planning in order to meet the submission deadline of 5 April. It was noted that the final budget is not submitted until end of June.</p> <p><u>SFVS 2019</u> This has been completed by Wendy P and Jane S. Governors noted the document and agreed that this annual submission should be made.</p> <p>Governors noted their appreciation of the time spent on the school's finances by Jane S and Wendy P in particular.</p>	
7 7.1 7.2 7.3	<p>Governing Body Statutory Duties</p> <p><u>EYFS Policy</u> This policy has not yet been updated to reflect the new statutory framework. It received interim approval only. There was some feedback on this from the recent EYFS moderation exercise. The updated policy will return to Standards Committee in the Autumn term.</p> <p>ACTION: EYFS Policy to come to Standards Committee in September for approval.</p> <p><u>Equalities information</u> There is an annual requirement to publish equalities information on the website.</p> <p>ACTION: Update published equalities information on website.</p> <p>Governors noted that the school continues to adopt borough policies for Admissions and for Staffing issues. It was noted that the staffing policies are accessible to staff on their secure area of the website.</p>	FB KB
8	<p>There was no other business.</p> <p>Date of next meeting: 6:30pm on Tuesday 25th June 2019</p>	

The meeting ended at 8.20pm

Signed by the Chair _____ Date _____

Full Governing Body Actions

Updated as of 28 March 2019

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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/JS	SEF to come to FGB in June 2019	25.06.19
11/09/18 6	Agree a template for termly HT's report and the half termly school update paper.	JS/KB	This has been completed. To come to July 2019. Circulate data sheet	meeting
10/12/18 2	Update the membership records and file with AfC Governor Support and DfE Get Information about Schools.	KN	Delayed due to departure of SB. KB to share passwords with KN	05.04.19
10/12/18 3	Liaise with the H&S group (Karen, Sara, Luke, Susanna) about plans for 'lock-down' training and report back to FGB.	KB	This is in hand. A report will come to FGB in June 2019	25.06.19
10/12/18 3	Write a blurb to attract nominations from parents. KN to send him the AfC guidance pack.	AH	DONE	21.01.19
10/12/18 4.1	Circulate the current staff code of conduct with the minutes of this meeting.	KN	DONE	17.12.18
10/12/18 4.1	Circulate login details for online safer recruitment training with the minutes. All governors are asked to complete the module and submit their certificates for filing.	KN	CLOSED (Deferred due to cost)	17.12.18
10/12/18 4.5	Arrange a meeting with Amanda B to discuss the PPG spend, Fiona B, Jane S and Janet D also volunteered to be on a PPG-focus group.	JW	On-going	21.01.19
10/12/18 5.2	Circulate the dates for learning walks for Spring term.	FB	CLOSED	21.01.19
10/12/18 6.1	Finance Priority Group to make a recommendation about the pay scales to governors, to approve by email before the end of term.	JS	DONE	21.12.18
10/12/18 6.2.5	Circulate EYFS Policy for approval by email next term.	KB/CT	DONE (approved without review until September 2019)	26.03.19
10/12/18 6.2.7	File and save the new versions of the policy documents on the school server and send on to Jayne B for website as required.	KN	DONE	21.12.18
28.03.19 3.1.1	Circulate the new HT data report template at beginning of next term as a dry run.	KB		01.05.19

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28.03.19 3.1.2	Plan a PPG meeting with Amanda B, early next term.	JW		01.05.19
28.03.19 3.1.3	Provide dates for summer term governor learning walks.	KB		01.05.19
28.03.19 3.2.1	Plan a communication to parents about classes next year.	JS/KB		05.04.19
28.03.19 3.2.3	EYFS group to attend this INSET day activity.	JM/JD		05.04.19
28.03.19 3.2.4	Check if there is a statutory responsibility to consult parent prior to rebranding.	JS		05.04.19
28.03.19 5.2	Contact AfC for a new LA governor.	KN		05.04.19
28.03.19 5.2	Run parent and staff elections.	KB		01.05.19
28.03.19 5.2	Review and revise the committee terms of reference and suggest dates for initial meetings in the summer term	WP/FB		23.04.19
28.03.19 7.1	EYFS Policy to come to Standards Committee in September for approval.	FB		01.05.19
28.03.19 7.2	Update equalities information on website.	KB		23..04.19

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