

Darell Primary and Nursery School

Minutes of the Meeting of the Governing Body held at the School on
Tuesday 6th December 2016 at 7.00 pm

Constitution and Membership

Membership Category	Appointed By	Name	End of Term of Office
LEA (1)	LEA	David Linnette	Nov'18
Parent (2)	Election	Fiona Booth Stefanie Agar	Feb'18 Oct'18
Headteacher		Karen Bos	N/A
Staff (1)	Election	Vacancy	N/A
Co-opted (9)	Governing Body	Jonathan Croft Janet Deboo Anna Gilbert Jenny Mikkelsen Tracey Mullins Kate Scally Jane Spencer (Chair) Sara Tricker Joanne Winship	Dec '19 Dec'18 Dec'17 Dec '19 Jun'18 Dec'18 Sept'17 May '20 Dec'18

bold = absent

Also attended: Susanna Zotov (Associate Member) Kate Nepstad (Clerk)

		ACTION
1	<p>Apologies for Absence</p> <p>Apologies were received from Stefanie Agar, David Linnette, Jenny Mikkelsen and Kate Scally. All were accepted by the Chair.</p>	
2	<p>Declarations of Interest</p> <p>No interests were declared.</p>	
3	<p>Minutes of the previous meeting and Update on Actions</p> <p>Jane S began the meeting by thanking all governors for having worked exceptionally hard over the past year. Governors approved the minutes from the full governing body meeting held on 13th September 2016. These will now be published on the school website. Updates on actions since the last meeting can be found at the end of the minutes.</p>	

	<p>Other matters arising from the minutes, not dealt with in this meeting:</p> <p><u>Safeguarding Training</u> Jane S reminded everyone that it is very good practice for all governors take part in Safeguarding Training. It is available online, details of how to register with GEL would be sent to all governors.</p> <p>ACTION: Circulate details of next Safeguarding for Governors training and details of how to register for GEL training.</p>	KN
4	<p>Committee and Working Group Updates</p> <p>All committee and working group minutes had been circulated prior to the meeting. Committee chairs provided the following updates:</p> <p><u>Achievement & Curriculum</u> Fiona B explained that the data circulated for full GB today would usually have been submitted to committee first. Given the wealth of data provided it is now important to decide which format is most useful to governors attempting to scrutinise it. Governors have also been provided with Raise online, data dashboard and the Fisher Family Trust report. Fiona B recommended that as many governors as possible should attend the AfC Raise online training on 24th January, 6pm at school.</p> <p>ACTION: Carry out a survey to ask governors which forms of data they find most useful, to ensure their time is spent most effectively.</p> <p><u>PPG Working Group</u> Joanne W explained that Karen B has been filling in as PPG lead, however this month Emma Claridge returns as Assistant Headteacher and PPG now becomes her responsibility. Emma C will do some training on a new audit tool next term and Joanne W and Emma C will meet in January to discuss the PPG strategy, going forward.</p> <p>It was noted that PE Premium Funding is unrelated to PPG but it also requires careful documentation and the information about how this money is spent should be published on the school website.</p> <p>ACTION: Karen to discuss PE Premium Funding with Emma C in January and ensure the required information is published.</p> <p><u>Resources Committee</u> Anna G explained that the school anticipates being in deficit within the next couple of years. Therefore, establishing the right staffing structure will be essential to help reduce the deficit. This will be difficult and opportunities to cut costs will be explored in detail by the Budget Review group, who will meet next term.</p> <p>ACTION: Anna G to invite interested governors to a Budget Review pre-meeting next term.</p> <p><u>Welcome Committee</u></p>	<p>FB</p> <p>KB</p> <p>AG</p>

	<p>ACTION: Resources Committee to consider staffing plans in January and Karen B to explain plans to staff as soon as possible to minimise uncertainty.</p> <p><u>Attendance Report</u> The recent teaching and learning review highlighted poor attendance. Governors received a report that indicated that the overall attendance figure at school (95.6%) was below its target of 96%. Looking at the data for each year group, it was found that extremely low attendance of some individual children could be explained: one boy with extremely poor attendance in Yr 6 has now left and this year's average attendance should now increase. Two Yr 4 children with SEN live outside the borough and their attendance is poor. It was noted that the Teaching and Learning Review suggested that the poor progress of some of the SEN children at school may be partly attributable to poor attendance. Governors noted that another category with poor attendance was boys in Reception. Governors would like more information on the link between poor attendance and poor attainment for specific pupils, to be able to monitor a potential problem.</p> <p>Karen B explained that attendance is cumulative; at this point in the school year it doesn't take many days off school before a child's attendance dips below the threshold.</p> <p>Q If a child in a class has poor attendance and this is affecting the child's learning, how does the teacher intervene? Autumn term parents evening is the first opportunity for a teacher to raise poor attendance. A new system warns parents by letter when their children fall below a certain threshold. The letters have had a mixed response as sometimes poor attendance has been due to illness and the letter do not appear to differentiate between genuine reasons and lack of effort to get to school on time. The school's Welfare Officer is working with the EWO to improve them.</p> <p>ACTION: Put a note in the school newsletter to make the importance of good attendance more prominent with parents.</p> <p>ACTION: Attendance will be monitored every full GB meeting. KB/DL to provide a further report for the meeting in February.</p> <p><u>Admissions and Leavers</u> Governors reviewed the data provided and noted that turnover is high particularly in year 4 and that the majority of children leaving are taking up places at other local schools. Understanding why families are choosing to move their children out of Darell is essential:</p> <p>ACTION: Use the opportunity of requests for a transfer form to make a point of asking families why they are choosing to move their children to a different school.</p>	<p>AG/KB</p> <p>KB</p> <p>KB</p> <p>KB/office</p>
<p>6</p>	<p>Academy Conversion Proposal</p> <p>Last summer the GB made a decision to apply for conversion to academy status as part of the Every Child Every Day Academy Trust. The GB remains</p>	

accountable for that decision, which was made in the best interests of the children, with the aim of raising standards, sharing best practice, benefiting from economies of scale, increasing pupil numbers and improving the opportunities for both staff and pupils. The GB is now following the recommended statutory duties including consultation with parents and staff, which will be followed by thorough due diligence.

The consultation will help the GB to identify any factors which may need to be taken into consideration when discussing the scheme of delegation with Every Child Every Day Academy Trust.

Feedback on parent consultation

The formal parent and staff consultation started on 21st November 2016. Governors noted that the sessions with Maggie Bailey were well attended by parents, with approximately 40 people at each session. This indicates that a substantial number of school families are interested in the GB's plans. Two further parent sessions will take place next week, supported by a facilitator, all governors are encouraged to attend if possible.

All parental comments or concerns about the proposal should be handled through the formal consultation process. Information has been sent out with the newsletter and feedback forms are available on the website and at reception. To attempt to encourage engagement, the MAT working group members will be available to talk to parents at school (office and playground) every Friday morning.

Unfortunately a small vocal group of parents are not contributing to the formal consultation but have began a public campaign against the GB's proposal to convert to academy status and join Every Child Every Day Academy Trust. Governors agreed that although they will not respond formally to the campaign, they are obliged to correct any inaccuracies in the information being published, and this will be done by updating the Q and As on the website.

Every Child Every Day Academy Trust is currently setting up a website which will state its philosophy and share details of the scheme of delegation. This will be a helpful resource to Darell parents wanting to know more about the MAT. It is hoped that it will also correct the mistaken belief that the proposal constitutes a takeover of a small community primary by a large predatory academy.

Federation first?

Some parents are under the impression that joining a federation of other local schools would be a preferable option, and one that is supported by the DfE. However:

1. Forming a federation with local schools has been explored and there is no realistic appetite among the schools to form a federation, and so is not an option for Darell
2. AfC Governor Support have strongly advised that all GBs should keep academisation on their agendas: despite the government's U-turn it is still a national objective

	<p>3. The NGA (National Governors Association) no longer promotes Federations as the only preferred option.</p> <p>Governors agreed that people politically opposed to the government's academisation agenda are not likely to change their mind, irrespective of the GB's attempts to explain the advantages to Darell.</p> <p><u>Feedback on staff consultation</u> After the Friday morning Q and A sessions for staff on Friday 8th December, there will be a further meeting for staff and governors, attended by Grey Court staff, at 3.45pm on Monday 12th December. Matthew Paul from AfC will also attend. This meeting will be to discuss the conversion proposal itself and details concerning TUPE will be determined at a separate meeting, led by Every Child Every Day Trust.</p> <p>ACTION: Karen B to make sure that borough HR (Kate Cockle) is aware of the GB's proposal to convert to an academy as part of Every Child Every Day Trust.</p> <p><u>Equalities requirements</u> Governors were made aware of statutory requirements, specifically the equality information circulated prior to the meeting. The GB is committed to consider this information as part of the due diligence stage of the conversion process.</p> <p>ACTION: Check caretaker's contract to ensure school flat is correctly listed.</p> <p>ACTION: Governors to suggest which Darell community events could generate positive press coverage.</p>	<p>KB</p> <p>KB/AC</p> <p>All</p>
7	<p>Reviewing the SEF</p> <p>The SEF was circulated prior to the meeting. Karen B recommended that a new format be considered, to make the document more effective.</p> <p>ACTION: The SEF should be reformatted, updated and brought to the meeting in February 2017.</p>	KB
8	<p>Monitoring the SDP</p> <p>The SDP would be discussed in detail at the February meeting. This meeting will be dedicated to strategy and will not include Committee or HT reports.</p> <p>Q The number of priorities on the SDP has grown from three to five. Why? The three initial priorities have been joined by two further priorities:</p> <ul style="list-style-type: none"> • Attendance • SEND – graduated response <p>Governors discussed whether five priorities were too many, but it was decided that these were essentially categories of the existing priorities, but it was helpful to display them separately to increase their prominence. The five SDP priorities will now be listed on FGB agenda to keep them front of mind.</p> <p>ACTION: Within the first 3 weeks of next term, all SDP groups should have met to</p>	All govts/KB

	monitor progress.	
9	<p>Policies</p> <p><u>Monitoring School Policies</u> Governors have been allocated 2 or 3 policies to monitor, in order to ensure that the GB can meet its general monitoring obligation. There is no formal feedback form for this monitoring, governors should simply provide Kate N with a statement of what they were monitoring (eg behaviour policy) and how they observed the policy in practice, in order to document evidence of its correct implementation.</p> <p>ACTION: EYFS Policy has been observed in action by Janet D and a short report to be filed with Kate N.</p> <p><u>SEND Information Report</u> Governors confirmed that they had reviewed and approved (by email) the SEND information report, which is now published on the school website.</p> <p><u>Pay Policy</u> Governors approved the Pay Policy 2016 which will now be signed and filed.</p> <p>The school's Equality Objectives and Accessibility Plan are in draft form and will be updated by the SEND Working Party next term.</p> <p>ACTION: Equality Objectives and Accessibility Plan to come to FGB in February 2017.</p>	<p>JD</p> <p>KB/JW/ JD</p>
10	<p>Governor Training</p> <p>This term governors have taken part in the following training:</p> <ul style="list-style-type: none"> • The Ofsted framework – Implications for Governors • How to challenge effectively • Kingston and Richmond Joint Governors' Partnership Meeting 	
11	<p>Clerk's Update</p> <p>The AfC Clerks' Briefing this term highlighted the need for GBs to have a robust succession planning strategy: talent should be identified and nurtured and individual governors developed through mentoring and progression within the GB. Planning succession will ensure that responsibility is shared and that a GB remains effective despite any change in leadership. It was noted that if Darell converted to an academy and joined Every Child, Every Day a local governing body will be formed, the constitution of this will be discussed once the academy decision is taken.</p> <p>Further updates included:</p> <ul style="list-style-type: none"> • New password for secure area of the website • Reminder that the usefulness of the fortnightly calendar update relies upon governors passing on information about their planned meetings. 	
12	IMPACT analysis	

	<p>This meeting looked ahead at ways of improving the outcomes for children by ensuring that governors were closely monitoring the SDP and that the proposal for Darell to convert to an academy as part of the Every Child Every Day Trust was being carried forward in a responsible, professional manner that was sensitive to the concerns of the whole school community.</p>	
13.	<p>AOB</p> <p><u>Election of Staff Governor</u> Karen B has spoken to staff a number of times this term about the vacancy on the GB and now she has received some positive responses. A notice requesting nominations to the position of staff governor will go up at school before the end of term.</p>	

The meeting ended at 9.25 pm

Signed by the Chair _____

Full Governing Body

Updated as of 30th Jan 2016

Meeting/ Minute	Action	Assigned to	Update	Completed?
28/06/16 4	SEND Working Group to pursue and graduated response leaflet, and SENCo recruitment	SEND working group	SENCO recruitment underway advertised. Draft leaflet to be finalised	
28/06/16 7	Proposal for PP mentoring scheme 16/17	KB	EC looking at this with PPG audit with Damian Burke	
28/06/16 8	Meeting the needs of children with SEN without EHCPs: update	KB	Two outstanding of 4	
28/06/16 12	Safeguarding information for parents and visitors to be provided at Reception and on website.	KB	Written – Needs changing to DL being the lead. To be completed by 6 December	Completed
13/09/16 9.2	Karen to request a contact at an equivalent out-of-borough school, via Future Leaders Network	KB	Still to be actioned – KB needs time to be able to network	
13/09/16 10	Inset Day in October to include vision setting exercise	KB	Started at Welcome Committee in January	
13/09/16 10	Jane S to request advice from AfC on a combined activity in order for staff/SLT and GB to discuss strategic vision	JS	Will progress next term, once Every Child, Every Day vision confirmed	

13/09/16 10	Jane S to devise a framework for self-evaluation, based on NGA 20qs	JS	Ongoing	
13/09/16 12	Karen B to provide some input for performance management of office staff.	KB	KB completed AC PM in November 2016- Office staff in January	Completed
06/12/16 3	Circulate details of next Safeguarding for Governors training and details of how to register for GEL training.	KN	GEL details circulated.	Completed
06/12/16 4	Carry out a survey to ask governors which forms of data they find most useful, to ensure their time is spent most effectively.	FB		Completed
06/12/16 4	Invite interested governors to a Budget Review pre-meeting next term.	AG		
06/12/16 5	Any questions on the content of the HT's Report should be sent to Kate N to be compiled and forwarded to Karen B.	All	None received.	Completed
06/12/16 5	The review of SEN Provision will come to the next meeting of the Working Group. Jenny M and Janet D to set up a meeting in January 2017.	JD/JM	Jenny M took part in the review meeting with the LA on the 19 th January 2017	Completed
06/12/16 5	Resources Committee to consider staffing plans in January and Karen B to explain plans to staff as soon as possible to minimise uncertainty.	AG	KB and AC along with AG consulting HR and having meeting with TA's.	Completed
06/12/16 5	Put a note in the school newsletter to make the importance of good attendance more prominent with parents.	KB/DL	KB and AC have agreed with Ali that there will be a weekly welfare/ attendance box on the newsletter	Completed
06/12/16 5	Use the opportunity of requests for a transfer form to make a point of asking families why they are choosing to move their children to a different school.	KB	Karen has held meetings with parents. In all of the four cases KB has spoken to parents it is about children being placed in schools closer to home address or for Faith reasons.	Completed
06/12/16	Karen B to make sure	KB		Completed Kate

6	that borough HR (Kate Cockle) is aware of the GB's proposal to convert to an academy as part of Every Child Every Day Trust.			aware.
06/12/16 6	Check caretaker's contract to ensure school flat is listed.	KB/AC		AC looking into this.
06/12/16 6	Governors to suggest which Darell community events would generate positive press coverage	All		
06/12/16 7	The SEF should be reformatted, updated and brought to the meeting In February 2017	KB	SEF updated in line with the teaching and learning review. Formatting is currently being discussed with DB	Completed
06/12/16 8	Within the first 3 weeks of term, all SDP groups should have met to monitor progress and the SEF should be updated to reflect all recent changes	All/KB	All SDP groups will have met as sub committees before the FGB Meeting.	Completed
06/12/16 9	EYFS Policy has been observed in action by Janet D and a short report to be filed with Kate N.	JD		Completed
06/12/16 9	Equality Objectives and Accessibility Plan to be approved.	JD/JM	Pending review by Emma Claridge	Completed