

Darell Primary and Nursery School

Minutes of the Meeting of the Governing Body held at the School on
Tuesday 13th September 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: Kate Nepstad (Clerk)

ACTIONS

1	Apologies for Absence Apologies from Stefanie Agar, Jonathan Croft and David Linnette were accepted by the Chair.	
2	Declarations of Interest No conflicts of interest were declared. Governors were asked to update and sign their declaration forms and/or complete and sign new forms for 2016/17. ACTION: Update the summary on the website to reflect changes	KN
3	Minutes of the previous meeting and Update on Actions Governors approved the minutes from the full governing body meeting held on 28 th June 2016. Approved minutes from the meetings of the full GB are now published on the school website. This excludes confidential minutes, which will be circulated to governors only and filed securely at school. Updates on actions since the last meeting form a separate document. Other matters arising from the minutes:	

	<p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • The safeguarding audit Action Plan will be presented to Achievement and Curriculum committee on 28.09.16 • New safeguarding information for the front office/Reception – this has been prepared and is nearly ready to be put in use • Jenny Mikkelsen will join Jane Spencer as Safeguarding governor for 16/17 <p>ACTION Kate N to find Safeguarding for Governors training for Jenny M</p> <p><u>Special Educational Needs and Disabilities (SEND)</u></p> <ul style="list-style-type: none"> • The revised Accessibility Plan requires an accessibility audit. Deborah L and Judy W will oversee this project. In addition to the Accessibility Plan, the SEND working group are making progress on the SEND Report and graduated response leaflet for parents. <p>ACTION: Anna G to send draft Accessibility Plan to SEND Working Group for completion</p> <p><u>Pupil Premium (PP) and Looked after Children (CLA)</u></p> <ul style="list-style-type: none"> • The governors' mentoring programme is to be reviewed, in order to ensure measurable outcomes for PP children. • Emma Slater to become the second staff member responsible for CLA (Looked after Children). <p>ACTION: Karen B to speak to Emma C to arrange a review of PP mentoring</p> <p>ACTION: Emma Slater to attend CLA training this term.</p>	<p>KN</p> <p>AG</p> <p>KB</p> <p>KB</p>
5	<p>Governing Body Documents for 2016/17</p> <p>Governors agreed to adopt the following documents for 2016/17, without revision:</p> <ul style="list-style-type: none"> • Terms of Reference 2016/17 • Instrument of Governance • Governors' Code of Practice 2016/17 <p>ACTION: KN to ensure that the GB filing and website is updated with these new documents.</p>	<p>KN</p>
6 6.2 6.3	<p>Governor Responsibilities and committee memberships 2016/17</p> <p><u>Governor Subject Links</u> The list of governor and staff subject links was circulated. New links confirmed:</p> <ul style="list-style-type: none"> • Janet Deboo - English as an Additional Language (EAL) • Jenny Mikkelsen – Specialist Provision (Unit) • Joanne Winship – Modern Foreign Languages (MFL) <p>ACTION: KN to add this information to the subject links list for 2016/17</p> <p>ACTION: Governors are asked to make contact with their subject link and arrange an initial meeting as soon as possible.</p> <p><u>Committee memberships</u> The committee and working group memberships were noted and the following</p>	<p>KN</p> <p>All</p>

<p>9.2</p>	<p>Under this new designation, Unit pupils will be able to integrate into some of the main school's activities.</p> <p>ACTION: Karen to send a full report and action plan to governors</p> <p><i>Fiona Booth left the meeting at 8.05pm</i></p> <p><u>Supporting the Senior Leadership Team</u></p> <ul style="list-style-type: none"> • Charis Penfold will continue to act as the school's School Improvement Partner for 16/17. • Damian Burke (HT of Hampton Infant and Nursery School), will begin working with Karen this term, one day a week, on teaching and learning priorities. • Maggie Bailey has offered the school support in the form of a G&T maths group; support from her Inclusion leader and restorative approaches training for staff. <p><u>Pupil Performance 2015/16</u></p> <p>Q What can the school learn from the disappointing SATs results for reading? A separate group from the Achievement and Curriculum committee will lead on the deep analysis of the data. The Yr 6 papers have already been interrogated online and children's answers examined. It was noted that children seldom provided good answers after q15, implying that stamina might have been an area of weakness.</p> <p>Q Why did the results not meet expectation: were the targets incorrect? That is an area of concern and will be the focus of much work this term.</p> <p>Q Can Darell learn from other schools? It would be useful to find a comparable school out of borough, the same size as Darell and with similar intake of children. This may give an opportunity to explore how successful outcomes for children may result from alternative methods of teaching and learning.</p> <p>ACTION Karen to research a contact, via the Future Leaders Network.</p> <p>Q How have the results affected staff morale? Some staff (especially yr 6 teachers and teaching assistants) were very disappointed but are moving on this term. The governors felt that the results call into question the good and outstanding judgements on teaching, it was acknowledged that the staff work very hard but they need to learn how to work 'smarter', not necessarily more. In many cases, staff are diligent and take personal responsibility for the children's results, but learning and therefore attainment need to improve.</p>	<p>KB</p> <p>KB</p>
<p>9.3</p>	<p><u>Staff Engagement</u></p> <p>Governors considered a request from staff that school closes earlier by 1 hour, at the end of each term. Governors felt unable to approve this change, given the concerns about the school's performance and the inconvenience that this would represent for the many working parents.</p> <p>Governors expressed concern about staff morale, and noted that the position of staff governor is still vacant. Without better engagement with the school staff, it is impossible for the GB to carry out its role of ensuring the highest</p>	

possible educational outcome for every child in the school.

Monitoring School Improvement

A more structured approach to monitoring the SEF and SDP is required. The following arrangement is suggested. Each committee will undertake to monitor a particular section of the SEF and SDP, measuring progress against the objectives at each meeting:

Achievement and Curriculum Committee	Resources Committee	Welcome Committee
SLT – Emma C (from Dec)	SLT – Karen B	SLT – Deborah L
SEF 3 Outcomes for children and learners SEF4 Quality of teaching, learning and assessment SEF5 Early Years Foundation Stage	SEF1 Effectiveness of leadership and management	SEF 2 Personal Development , behaviour and welfare
SDP 1 Raise standards in writing/reading? SDP 2 Raise standards in maths	SDP 4 Managing Change	SDP 3 Improve behaviour for learning

ACTIONS FOR COMMITTEE CHAIRS:

Committee chairs to make monitoring their committees' section of the SDP a central part of the committee's work. The minutes should reflect this focus.

AND

- 1. Governor visits to school should be explicitly linked to particular objectives on this year's SDP. Committee chairs to allocate 2-3 governors per objective.**
- 2. Committee chairs to consider inviting appropriate member of staff to talk about progress against the SDP objectives, at the relevant committee meetings**
- 3. Committee Chairs to feedback on their specific activities around monitoring the SDP, as part of their verbal update at full GB meetings. This will ensure that all governors are aware of progress against the SDP.**

ACTION: Karen to send the most recent version of the SEF to committee chairs, to be discussed at their next meeting

ACTION: Kate N to ensure that monitoring the SEF and SDP is a standard item on all committee agendas

CHAIRS

KB

KN

10

Governing Body Objectives for 16/17 and Self Evaluation exercise

The GBs objectives for 2016/17 will be to

- Raise Standards
- Seek to complete the academisation process, either by joining ECEDAT

	<p>or deciding against.</p> <p><u>GB and School Vision</u> It is important that GB and staff work together to create the vision for Darell's future. Governors acknowledge that raising standards must be achieved with staff, senior leadership team and governors moving forward together, communicating a cohesive vision to the school community and beyond.</p> <p>ACTION: An informal GB tea with staff before half term, to encourage engagement of staff</p> <p>ACTION: Inset day on 31st October to comprise a joint vision setting exercise for staff and governors</p> <p>ACTION: Jane S to speak to AfC about facilitating a vision setting activity for governors and staff</p> <p>ACTION: Vision setting will be discussed further at Welcome Committee meeting next week.</p> <p><u>Self-Evaluation</u> Governors discussed using the NGA's Framework for Governance document, and agreed that it should form the basis for a self-assessment exercise this term.</p> <p>ACTION: Jane S to devise a framework for Darell's self-evaluation, after the training below.</p>	<p>BB/JS</p> <p>KB</p> <p>JS</p> <p>ST</p> <p>JS</p>
11	<p>Governor Training 2016/17</p> <p>Governors will attend OFSTED Framework training: Jane Spencer, Jenny Mikkelsen and Karen Bos to attend on 21st September (Twickenham). Anna Gilbert and Sara Tricker to attend on 28th September (Surbiton)</p>	
12	<p>Any Other Business</p> <p>Performance management of office staff requires some input from the HT. Although progress is being made clarifying job descriptions and dividing up roles, there is some inefficiency and doubling-up.</p> <p>ACTION: Karen B to move this forward.</p>	KB
13	<p>Date of next meeting</p> <p>Tuesday 6th December 2016</p>	

The meeting ended at 9.05 pm

Signed by the Chair _____