

PERIVALE PRIMARY SCHOOL

The 2nd Full Governing Body Meeting for 2019 – 2020 was held on Friday 6 December 2019

Minutes

<p>Attendees: Paul Adair (PA) Sean Bennett (SB) Audrey Daley (AD) Pinder Gomez (PG) Chris Green (CG) Andy Johnson (AJ) Rabiaa Khairoun (RK) Saira Malik (SM) Trudy Papafio (TP) Rohini Shah (RS) Faiza Subhani (FS)</p> <p>Also in attendance: Orla Brady (OB) Amanda Deery (AD) Naomi Dowd (ND) Martyn Kitson (MK)</p>	<p>Actions</p>
<p>1. Welcome</p> <ul style="list-style-type: none"> As Faiza Subhani was running late due to traffic, Trudy Papafio took the chair. TP welcomed new governors to the meeting and asked them to introduce themselves Pinder Gomez (PG), a newly elected parent governor with a child in Reception and Year 2. She is a clinical psychologist. Rabiaa Khairoun (RK) is also a newly elected parent governor with children in Year 6, Year 6 and Nursery. She has lived locally for four years and has also been a member of the Perivale Parent Forum. Chris Green (CG) is a qualified high school teacher with a specialism in English. He is currently running training and support for international schools. Andy Johnson (AJ) is the vicar of the local Church of England church. He has lived in Perivale for two years. AJ and CG left the room whilst a vote was undertaken to elect both as co-opted governors for a period of four years. The vote was unanimous and AJ and CG re-joined the meeting. 	<p>OB to advise AON of new members</p>
<p>2. Apologies for absence Apologies were received from Edmond Yeo (EY) due to general election commitments</p>	
<p>3. Authorised / Unauthorised absence The absence of EY was authorised.</p>	
<p>4. Declaration of any other business There no declarations of other business.</p>	
<p>5. Declaration of interest in any agenda items There were no declarations of interest in any agenda item</p>	
<p>6. Governing Body Matters</p> <p>a) What have I done since the last meeting?</p> <ul style="list-style-type: none"> SB – attended the Management Committee meeting and Headteacher appraisal meetings PA – met with ND regarding pupil progress and the safeguarding team termly meeting. He also attended the Safeguarding Fair and the Teaching 	

<p>and Learning Committee.</p> <ul style="list-style-type: none"> • TP – attended the management committee, Headteacher’s appraisal and undertook a ‘meet and greet’ before the FGB • RS – attended new governor training at the EEC <p>b) Preparation for the Governor Newsletter (Autumn Term 2019)</p> <ul style="list-style-type: none"> • TP asked all new governors to write a short biography for the School Newsletter. • OB would take bio of parent governors from ballot papers. AJ and CG were asked to email their bio to OB by Wednesday 11 Dec. • The need for a separate governor newsletter would be carried forward to the next meeting of the FGB • AD suggested governors write a piece for that could go in the school newsletter <p>c) Governor membership</p> <ul style="list-style-type: none"> • OB advised that with the election of AJ and CG, the governing body now had a full complement of governors. All new governors would receive a members’ welcome pack from AON. The school and GIAS websites would be updated. <p>FS joined the meeting at 9.30am and took over the Chair</p>	<p>AJ & CG</p> <p>Carried forward to next meeting</p> <p>OB & AON</p>
<p>7. Governor Visits</p> <p>a) Governor Visit Reports</p> <ul style="list-style-type: none"> • Carried forward to next meeting • SB advised that the Management Committee had reviewed the Governor Visits Policy. The Committee had reviewed two templates for governors visits and had recommended that Appendix 2 was used for H&S visits and Appendix 3 for curriculum visits. SB said that he had recommended that the visit templates be carried forward to the full Governing body. • The full GB had not seen the new template (appendix 3) prior to the meeting. This was then presented by OB and AD. FS asked that all governors review the policy. There was a discussion and Governors felt that it would be too complicated to use appendix 3 (the new template) for visits and this would create extra workload for both Governors and staff. FS recommended that only Appendix 2 template be used for all governor visits. • It was suggested that bank of questions could be used to support governor visits <p>RK left the meeting at 9.45am due to a prior commitment</p> <p>b) Allocation of Link Governor Responsibilities</p> <ul style="list-style-type: none"> • FS discussed the role of link governors and asked governors for their preference of School Improvement area to monitor. • AD explained the priorities in the Learning Improvement Plan • SB asked for a list of point of contact for governors to contact prior to visits • Priority 1 – curriculum development – CG and SM • Priority 2 – subject leadership – RS & FS • Priority 3 – raising boys’ attainment in reading – PG & AJ • Finance – TP & RK • SEND, Safeguarding & LAC – PA • Pupil Premium and sports premium – EY • Health & Safety - SB 	<p>Carried forward to next meeting</p>
<p>8. Headteacher’s Report</p> <p>AD led Governors through her Headteacher’s Report</p> <ul style="list-style-type: none"> • When reviewing data, TP asked what a Data Drop was. AD advised that it was when teachers uploaded their assessment data in core areas. • PA queried the reduction in SEN support pupils of – 5. ND explained that this was due to Y6 pupils leaving school and pupils coming off the register due to improvement in their learning. • AD advised that the school was now fully staffed. New staff were settling in well and already showing impact. • There was a successful appointment of Phase Leader in LKS2 who was a 	

<p>specialist leader in education, specialising in English.</p> <ul style="list-style-type: none"> • OB led governors through the resources update advising that the forecast outturn was £122k. • PA asked for more information on Integrated Curriculum Financial Planning. OB advised that this was a strategic budget monitoring tool that would be used in conjunction with other tools to set a robust and realistic budget for the next 1 – 3 years. TP asked that OB send the detailed explanation given to her via email be sent to all Governors. • OB advised Governors that the school had been awarded a top-up grant of £41.6k for the shortfall in teacher pension employer contribution due to the mid-budget increase in employer contributions. This was £23k above the budgeted amount. The additional funding would be used to support pupils with additional SEND and EAL needs. • SA and ND presented highlights from pupils’ attainment across the school. • It was noted that KS1 was a challenging cohort due to higher mobility, SEND and EAL pupils. AD advised that additional resourcing was being put into KS1 to support these pupils • CG asked what the percentage was for the targeted reading in boys. ND advised that it was in the early 80s. • When reviewing the attainment and progress of pupils eligible for pupil premium, it was noted that these pupils performed very well across the board. In response to RS query as to why, AD advised that the school used the pupil premium funding to level the playing field and eliminate barriers to learning for these pupils through targeted interventions, subsidised trips and extra-curricular clubs. • When reviewing the data for pupils with SEND in KS1, it was noted that this very high needs group was underperforming compared with the rest of the school. PA asked for an update on these 11 pupils at the next meeting of the T&L committee. • Congratulations was extended to the member of staff who has been nominated as Apprentice of the Year. • MD advised governors of the work currently being undertaken on curriculum development. She would be sending governors a survey so that they could provide their input on this exciting development. • When looking at pupil attendance, TP queried why reception pupils were excluded from the whole school total for persistent absence. PA advised that as the statutory age of school attendance was 5 years old, Reception pupils were not included in the total for persistent absence. PA also commented that the total to date for pupil attendance of 96.7% was very good. • SM advised governors of the activities Perivale Parliament were undertaking and, in particular, their review of the current pupil reward system, ensuring that the system would be transparent and fair for all. 	<p>OB</p> <p>Agenda item T&L committee ND</p>
<p>9. Update: Perivale Parliament This was covered in the Headteacher’s Report</p>	
<p>10. Update: Parent Forum This was covered in the Headteacher’s Report</p>	
<p>11.School Business Manager Update This was covered in the Headteacher’s Report</p> <p>PG left the meeting at 10.42am due to a prior commitment</p>	
<p>12. Governor Training</p> <ul style="list-style-type: none"> • Feedback – Vision & Values Day. AD presented the School vision and values. Discuss and agree School Vision <i>Perivale Primary School shares a vision of aspirational individuals who exceed expectation and enjoy education. Where excellence is at the centre of all we do.</i> Values: Respect, Resilience, Enjoyment, Kindness, Excellence SB and PA asked how these values would be implemented across the school so that pupils could understand and take ownership of these values. 	

<p>AD led governors through a presentation on the recent whole school training day where staff reviewed and revised the schools vision and values.</p> <p>AD outlined the journey that would be taken by all stakeholders. It was agreed that SM would represent the governing body and give it's feedback to staff on the 6 January training day.</p> <p>When reviewing the proposed values, PA asked how the school would measure the impact of the values. AD advised that the school would be developing a measuring tool which would be fed back to the FGB in the spring and finalised in the summer term.</p> <p>New Governor Training FS advised new Governors about the LA new Governor training courses and also said that Governors would be allocated a GB mentor who would provide them with support.</p>	
<p>13. Agree the minutes of the Full Governing Body Meeting on 20/09/2019 These were agreed as a true and accurate record and were signed by FS</p>	
<p>14. Matters arising from the Full Governing Body Meeting on 20/09/2019 All matters arising were addressed as agenda items for this meeting.</p>	
<p>15. Minutes of the Management Committee on 29 November 2019 for noting SB advised governors of the following</p> <ul style="list-style-type: none"> • Reviewed the Governor Visits Policy • Reviewed the Teacher Appraisal and Capability Policy • Advised FGB that when reviewing pupil numbers, they noted the gender imbalance of boys in Y6 • Budget monitoring was on track and there were no areas for concern • The solar panels, installed in February 2019, were having a positive impact on spend on electricity. • The hot water boilers were failing and it was hoped that they would be replaced by capital modernisation works during summer 2020 	
<p>16. Minutes of the Teaching and Learning Committee on 15 November 2019 for noting PA advised governors that the pertinent points regarding teaching and learning were covered by the Headteacher's Report.</p>	
<p>17. Policies / Documents for adoption/ Discussion</p> <p>a) Exclusion of Pupils – LA model policy – approved</p> <p>b) Mission Statement – carried forward</p> <p>c) Supporting Pupils with Medical Conditions – LA model policy – approved PA queried if there was a necessity for the Headteacher to report to Governors on medical conditions of pupils. AD advised that she would check the policy and advise accordingly.</p> <p>d) Pupil Premium Impact Report – approved</p> <p>e) Safeguarding Policy – approved</p> <p>f) Special Educational Needs – approved</p> <p>g) Staff Absence Policy – approved FS asked that it be minuted that the Headteacher's decision regarding granting special leave to staff was final.</p> <p>h) Teacher Appraisal & Capability Policy Following a discussion, it was agreed that this policy go back to the Management Committee for further review and then to the FGB in the Spring Term. PA asked that the policy be reviewed by the Local Authority HR Department</p>	<p>AD</p> <p>Management Committee Agenda item FGB</p>

<p>prior to coming back to the FGB</p> <p>i) Financial Scheme of Delegation – - will be sent to all Governors via email for approval</p> <p>j) Terms of Reference – Management Committee - approved</p> <p>k) Terms of Reference – Pay Committee - approved</p> <p>l) Terms of Reference – Teaching & Learning Committee - approved</p>	<p>OB</p>
<p>18.Any Other Business as agreed above</p> <ul style="list-style-type: none"> • Ealing Governors Learning Visits Pilot FS asked that OB send information regarding this pilot project to all governors. She asked governors to respond by 14 December. 	<p>OB & All</p>
<p>19. Date and time of next meeting: Friday 20 March 2020 at 09:30AM</p>	