

PERIVALE PRIMARY SCHOOL
A Full Governing Board Meeting was held in school on Friday 18 March 2022

MINUTES

<p>Attendees: Gemma Bartlett (GB) Sandip Bhalsod (SB) Audrey Daley (AD) Chris Green (CG) Robert Hawkes (RH) Rabiah Khairoun (RK) Shabnam Khan-Bhandari (SKB) Duncan Partridge (DP) Sharine Tyndale (ST)</p> <p>Also in Attendance Stellar Porter (SP)</p>	<p>Actions</p>
<p>1. Welcome CG welcomed our new Governors:</p> <ul style="list-style-type: none"> Gemma Bartlett – new Staff Governor Shabnam Khan-Bhandari – new Parent Governor <p>CG then asked everyone to introduce themselves.</p> <p>Unfortunately Christian Franco our new Staff Co-opted Governor was unable to attend as he had to cover a class.</p>	
<p>2. Apologies for absence Apologies were received from:</p> <ul style="list-style-type: none"> Christian Franco Edmond Yeo 	
<p>3. Authorised / Unauthorised absence The absences for CF and EY were both authorised.</p>	
<p>4. Declaration of any other business RH: school visit.</p>	
<p>5. Declaration of interest in any agenda items There were no declarations of interest in any agenda items.</p>	
<p>6. Headteacher's Report: The Headteacher's Report was pre-circulated.</p> <p>Spring Term Summary</p> <ul style="list-style-type: none"> GB reported that staff are really excited by the appointment of the interim SENDCo. <ul style="list-style-type: none"> They are helping everyone. The question of Behaviour Management goes back to the earlier Health Check. AD and the team were congratulated on achieving Healthy Schools Gold Status. SP advised that we have already done an INSET on Standards. <ul style="list-style-type: none"> There were issues with the way that data is input. <p>School Improvement Priorities – Priority 1</p> <ul style="list-style-type: none"> Subject Leaders are now leading the weekly surgeries. 	

<ul style="list-style-type: none"> • The original Provision Maps were introduced 12 months ago although these were not effective / were clunky. <ul style="list-style-type: none"> ◦ Now replaced with Edukey. • CG asked if the SENDCo (Sam) owns the IEPs. <ul style="list-style-type: none"> ◦ Yes. • We are ensuring that staff are available when the Speech and Language Therapist (SALT) is in school. • GB said that the new SENDCo is highly effective. <ul style="list-style-type: none"> ◦ She responds very quickly to e-mails and has good communication skills. ◦ The only downside is that she is not in school. ◦ Ideally we need someone who can drop into class. • GB added that the SENDCo has been a massive job. <p>School Improvement Priorities – Priority 2</p> <ul style="list-style-type: none"> • AD pointed out that this has been an opportunity for Middle Leaders to step up. <p>School Improvement Priorities – Priority 4</p> <ul style="list-style-type: none"> • The revised EYFS framework is becoming well embedded. <p>Pupil Numbers</p> <ul style="list-style-type: none"> • We are full in every class. • We have a waiting list which is unusual across Ealing. • We have had 34 joiners and 4 leavers since September. <p>Attendance</p> <ul style="list-style-type: none"> • Unauthorised absences are our focus area. • 2 / 3 families have been referred to the Education Welfare Officer (EWO). • SET asked if we request evidence for authorised absence requests. <ul style="list-style-type: none"> ◦ Yes. <p>Safeguarding</p> <ul style="list-style-type: none"> • The policy is being updated. • RK suggested that governors need Safeguarding training. <ul style="list-style-type: none"> ◦ CG pointed out this is optional, not strategic. ◦ CG suggested addressing this via my concern. ◦ <u>RK to send Governors the link.</u> <p>SEND / LAC</p> <ul style="list-style-type: none"> • The EHCP average for England is recorded as 1.6%; this may be underestimated. • <u>Data for Early Help to be included in future reports.</u> • It was suggested that the number of LAC was high. <ul style="list-style-type: none"> ◦ This includes 2 siblings. ◦ Perivale is a popular area for Foster Carers. <p>School Performance and Standards</p> <ul style="list-style-type: none"> • There was a data drop last week. <ul style="list-style-type: none"> ◦ Teachers will now moderate the data <p>Health & Safety</p> <ul style="list-style-type: none"> • We had the annual inspection of the play equipment by Sport Safe yesterday. <ul style="list-style-type: none"> ◦ Some equipment was put out of use. ◦ We will now review what we need. <p>Staffing</p> <ul style="list-style-type: none"> • We will be advertising again next week for the SBM post. 	<p>RK</p> <p>AD</p>
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<ul style="list-style-type: none"> • The Safeguarding and Pastoral lead will have a greater emphasis on Safeguarding. <ul style="list-style-type: none"> ○ Some of what Sian Vaux was doing should have been done by Teachers / Middle Leaders e.g. meeting with parents. ○ The Job Description is to be reviewed. <p>Parental Engagement</p> <ul style="list-style-type: none"> • SKB asked if there will be more parent workshops? <ul style="list-style-type: none"> ○ Yes. ○ SKB said that Zoom was good for parents as this is more time efficient. ○ SKB added that a hybrid approach would be really useful. 	
<p>7. Governance Matters</p> <p>a) Governor Vacancies</p> <ul style="list-style-type: none"> • 3 x Co-opted Governors • Update on recruitment • DP reported that he had met with 2 good candidates. • One will be meeting with AD later this morning. • <u>AON to approach EY to identify a local business we could approach for a Governor.</u> • CG said that he will be setting up a PPS LinkedIn page. <p>b) FGB Visit Program</p> <p>CG advised that this ELP initiative has been taken up by only 8 schools.</p> <ul style="list-style-type: none"> • There are 2 groups of 4 schools: • The plan is for Governors from each school to attend each other's FGB meetings to pick up best practice and provide feedback after the meeting. • Our group is: <ul style="list-style-type: none"> ○ GPS ○ Grange ○ Perivale ○ Springhallow <p>c) Governor Visits</p> <ul style="list-style-type: none"> • CG – Reading <ul style="list-style-type: none"> • A copy of the report was pre-circulated. • A very encouraging visit. • There was evidence of lots of good work. • The children were engaged. <p>d) Link Governor – EYFS</p> <ul style="list-style-type: none"> • SET said that she would take this on. <p>e) Communication:</p> <ul style="list-style-type: none"> • Staff <ul style="list-style-type: none"> • CG, AD and DP will be meeting with all staff next Friday to update them on the current strategy. • Parents <ul style="list-style-type: none"> • We will be arranging regular communication meetings for parents. 	AON
<p>8. Agree the minutes of the Full Governing Body Meeting on 2 December 2021</p> <p>These were agreed as a true and accurate record of the meeting.</p>	
<p>9. Matters arising from the Full Governing Body Meetings on 2 December 2021</p> <p>a) RH to provide an update on the No Learner left Behind Project.</p> <ul style="list-style-type: none"> • Closed – this was provided at the ST&L Committee meeting. 	

<p>b) CG to arrange Governor Visit Training.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> 	CG
<p>c) CG to draft a summary for the school newsletter.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> 	CG
<p>d) AD to review the Lockdown Policy.</p> <ul style="list-style-type: none"> • Closed. 	
<p>e) AD to review the School Behaviour Policy.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> 	AD
<p>f) AD to review the Complaints Procedure.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> 	AD
<p>g) Critical Incident Policy Carried Forward.</p> <ul style="list-style-type: none"> • Closed. 	
<p>h) Lockdown Policy Carried Forward</p> <ul style="list-style-type: none"> • Closed. 	
<p>10. Minutes of the Committee meetings:</p> <p>a) Resources Committee – 7 March 2022</p> <ul style="list-style-type: none"> • Noted. 	
<p>b) Standards Teaching & Learning – 12 November 2021</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> 	Agenda
<p>c) Standards Teaching & Learning – 11 March 2022</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> 	Agenda
<p>11. Policies / Documents for Approval:</p> <p>All policies / documents (a-o) were pre-circulated.</p> <p>a) Code of conduct (Governors)</p> <ul style="list-style-type: none"> • Approved. <p>b) Exclusion policy & Procedure</p> <ul style="list-style-type: none"> • Approved. • RH will look out for LA training. <p>c) Finance Handbook</p> <ul style="list-style-type: none"> • Approved. <p>d) Flexible Working Policy*</p> <ul style="list-style-type: none"> • Approved. <p>e) Governor Allowances Policy</p> <ul style="list-style-type: none"> • Approved. <p>f) Guidance for Managing redundancies in Schools*</p> <ul style="list-style-type: none"> • Approved. <p>g) Harassment and Bullying Guidelines*</p> <ul style="list-style-type: none"> • Approved. <p>h) Lockdown Policy</p> <ul style="list-style-type: none"> • Approved. <p>i) Managing Unsatisfactory Performance*</p> <ul style="list-style-type: none"> • Approved. <p>j) Medical Capability Procedure*</p> <ul style="list-style-type: none"> • Approved. 	

<p>k) Recruitment & Selection Guidelines*</p> <ul style="list-style-type: none"> • Approved. <p>l) Schools Financial Value Standards</p> <ul style="list-style-type: none"> • Approved. <p>m) Schools Grievance Procedure*</p> <ul style="list-style-type: none"> • Approved. <p>n) Statement of Behaviour Principles</p> <ul style="list-style-type: none"> • Approved. <p>o) Terms of reference – FGB</p> <ul style="list-style-type: none"> • Approved. <p>p) Whistle Blowing Policy*</p> <ul style="list-style-type: none"> • Approved. <p>*= LA Model Policy</p> <p><u>The following Policies / Documents were carried forward:</u></p> <ul style="list-style-type: none"> • Attendance & Punctuality Policy • Complaints Policy • Critical Incident Policy • Pupil Premium Strategy • Safeguarding Policy 	<p>Agenda</p>
<p>12. Any Other Business as agreed above</p> <p>RH School Visit</p> <ul style="list-style-type: none"> • RH advised that he visited the school on Monday to look at year 1 Phonics (Wandel) and an intervention class. <ul style="list-style-type: none"> ○ Staff were happy. ○ Good routines. ○ The children were really engaged. ○ <u>Report to follow.</u> <p>Governor Visit day</p> <ul style="list-style-type: none"> • <u>CG will issue a Doodle Poll to set a date for a Governor Visit Day.</u> 	<p>RH</p> <p>CG</p>
<p>13. Date and time of next meeting</p> <p>Friday 29 April 2022 at 9:30AM (Budget 2022 / 2023)</p> <ul style="list-style-type: none"> • This meeting will be held via Zoom. 	