

**PERIVALE PRIMARY SCHOOL**  
**A Full Governing Board Meeting was held on Thursday 02 December 2021 at 9:30AM**  
**The meeting was held Via Zoom**

**MINUTES**

<p><b>Attendees:</b>  Sandip Bhalsod (SB)  Audrey Daley (AD)  Chris Green (CG)  Robert Hawkes (RH)  Rabiaa Khairoun RK)  Duncan Partridge (DP)  Edmond Yeo (EY)  Sharine Tyndale (ST)</p> <p><b>Also in Attendance</b>  Pete Berry-Woodward (PBW) – agenda item 6(a)  Saira Malik (SM)</p>	<p><b>Actions</b></p>
<p><b>1. Welcome</b>  Rohini Shah and Jahangir Alam have resigned as Governors</p>	
<p><b>2. Apologies for absence</b>  None</p>	
<p><b>3. Authorised / Unauthorised absence</b>  N/A</p>	
<p><b>4. Declaration of any other business</b>  There were no declarations of other business.</p>	
<p><b>5. Declaration of interest in any agenda items</b>  There were no declarations of interest in any agenda items.</p>	
<p><b>6. Headteacher's Report</b></p> <ul style="list-style-type: none"> <li>A recent learning walk was undertaken by Julia Coop (Ealing LA) noting the improvement in behaviour</li> <li>No Learner Left Behind Staff have attended inset, any accumulated time will be used for staff payback</li> <li>SEN children numbers in line with national – most children concentrated in reception and Y5</li> <li>EAL Children above LA and National Average, mostly concentrated in Y4 and Y6</li> <li>Support provided by an EAL TA</li> </ul> <p>Targets for End of Academic Year have been set and plan is in place for each child</p> <ul style="list-style-type: none"> <li>EYFS – EOY 67% are being targeted to reach expected standard currently 30% reaching Standard</li> <li>KS1 Phonics Target 70% reaching Standard – 30% currently reaching target</li> <li>Reading Target 78%</li> <li>Science 60% on target</li> <li>KS2 60% currently on track 82% target – Ambitious but realistic</li> <li>Targets Writing 88%, Maths 86%, GPS 82%</li> <li>Targets for Greater Depth 30% Writing, 30% Maths, 34% GPS</li> </ul> <p>CG asked if there is a midpoint for the targets?</p> <ul style="list-style-type: none"> <li>Teachers will do next assessment in Spring and then targets will be re-evaluated.</li> </ul>	

CG thanked SM for 14 years working at Perivale and wished her well for the future.

#### **No Learner Left Behind**

- Ealing ran pilot scheme to understand why Black Caribbean pupils are not achieving as highly as their peers
- Although the overall picture of achievement in Ealing is positive, some groups are underachieving compared to national average and Black Caribbean pupils data does not correlate with economic disadvantage.
- Staff have been provided with training on unconscious bias and awareness which has been well received.
- The principles of the project can be handed over to other cohorts of children
- Priority will be making connections with Black Caribbean parents
- An audit has taken place and data is currently being collected by PWB

ST asked if Ealing are the leaders of this project?

- ELP have taken toolkit from Brent it is a pilot project but can be applied and tailored to needs of Ealing schools
- RH is link governor for this project and will report back on progress of project
- **An update was requested in Spring 2**

#### **Staffing Update**

- Summer 2021 there was more staff absence, long term absences from support staff
- Autumn 2021 4 members of staff are on Long term absence due to illness, this has impacted interventions. 2 HLTA's, 1 Phase Leader and 1 other member of staff.
- 1 other long term absence due to bereavement

RH asked if this has impacted the overall budget?

- AD confirmed it had a big knock effect on budget due to cost of cover.

DP asked if cover was like for like?

- Cover has either been an HLTA or cover supervisor.
- Looking to retain 1 member of staff who has been covering to maintain consistency/ Governor asked are we are looking to recruit TA's? AD We Cannot appoint a new TA's based on sickness. The staffing budget is above average for similar sized schools

#### **Attendance**

- Just below average for attendance. Fines are being issued where appropriate.
- Requests for extended holiday are being turned down.
- Attendance is lower in reception
- Traffic Light letters are going out to parents, so they know the level of attendance

CG asked Are fines publicised with parent body.

- Yes and this is acting as a deterrent.
- Pupil voice is being undertaken through Perivale Parliament

DP Asked why are we rag rated red for doing more than 3 data drops?

- 4 data drops are done per year, 2 in autumn, 1 in spring, 1 in summer.

#### **Pupil Vacancies**

- Currently in a strong position with 2 vacancies across the school – these places have been offered

#### **Single Central Record Updates**

- SCR has been updated and checked – RK to conduct a governor visit to undertake check

#### **SEND Information**

- Now 4 Looked after Children

Agenda

<p><b>SEND Governor Review</b></p> <ul style="list-style-type: none"> <li>LA have provided a guide over how Governing Boards can participate in an audit for SEND which will look at how strong GB is in this area</li> <li>All board members can take part in this over the course of the year as a reflective tool looking for areas of development</li> <li>Will look to use a Padlet to compile views</li> </ul> <p><b>LA Health check</b></p> <ul style="list-style-type: none"> <li>The LA have produced a follow up report noting good progress has been made in Behaviour and early reading.</li> <li>If issues with SEND are not addressed the school will be asked to go in to LA's Securing good programme</li> <li>Key Actions from the report will need to have taken place by end of Autumn Term</li> <li>Currently the Schools SEND Provision map is not in place and being used effectively</li> </ul> <p><b>Is there an expectation to when the SEN action plan is going to be finalised?</b></p> <ul style="list-style-type: none"> <li>AD – The expectation is that the SEN action plan be completed by end of Autumn term and sent to LA advisor. Some areas of report can be immediately addressed. Action Plan will cover timelines and success criteria to gold SENCO to account</li> </ul> <p>Have expectations been made clear to SENCO?</p> <p>Expectations are clear Support and resources have been provided to the SENCO. Moving towards more formal management. Process started in spring term 2021.</p> <p><b>Do we know what we need to do to avoid securing good?</b></p> <p>AD – need to ensure recommendations are clear where focus needs to be. Support and resources have been provided to the SENCO</p> <p><b>If school goes in to securing good, could we recruit a part time SENCO?</b></p> <p>AD – Not currently possible.</p> <ul style="list-style-type: none"> <li>A team approach with other members of the team looking to be skilled up is being considered but this will be a long term fix.</li> <li>Teaching Assistants will be termed as Learning Partners to reflect their role in supporting learners</li> <li>Phase leaders will take a role in managing learning Partners, with DHT taking overall responsibility</li> </ul>	
<p><b>Governance Matters</b></p> <p><b>Governor Vacancies</b></p> <ul style="list-style-type: none"> <li>There are 4 co-opted governor vacancies, 1 Parent Governor Vacancy, 1 Staff Governor Vacancy</li> <li>CG and AD are meeting with 2 prospective Co-opted governors</li> <li>Staff Governor Election letter has gone out – 1 response so far with and update in staff briefing on 03/12/2021 with a view to encourage more interest</li> <li>A letter inviting Parent Governors to apply has gone out and 7 responses have been received so far</li> </ul> <p><b>School Mission Philosophy</b></p> <ul style="list-style-type: none"> <li>A review of School Mission Philosophy is due to take place in June 2022 to allow this to be reflected in curriculum planning for next academic year</li> </ul>	
<p><b>Minutes of the Full Governing Body Meeting on 17 September 2021</b></p> <ul style="list-style-type: none"> <li>Minutes Agreed</li> </ul>	
<p><b>7. Matters arising from the Full Governing Body Meetings on 17 September 2021</b></p> <p>a) All Governors to advise AD if they have not completed the GDPR training - Closed</p> <p>b) All Governors to feedback to CG on the draft letter to Julie Lewis- Closed</p> <p>c) AON to prepare paperwork for renewal of EY's term of office – Closed</p>	

<p>d) AON to prepare an advert and nomination form for the staff governor vacancy - Closed</p> <p>e) CG / AD to identify potential Co-opted Governors - closed</p> <p>f) AON to follow up with JA and RS re Business Interest Forms - Closed</p> <p>g) AON to prepare ToR for Resources committee - Closed</p> <p>h) RH to draft a monitoring schedule for Governor visits – Closed</p> <p>i) RH to forward the draft ToR to AON for circulation- Closed</p> <p>j) AD to circulate the Governor Visit Policy - Closed</p> <p><b>k) <u>Governor visit training to be arranged -Carry Forward</u></b></p> <p><b>l) <u>CG to draft a summary for the school newsletter – Carry Forward</u></b></p> <p>m) AD to refer the question of DBS checks for catering staff with ESCC – Closed?</p> <p><b>n) <u>WC (AD) to review the lockdown policy – Carry Forward</u></b></p> <p>o) <b><u>AD to bring forward reviews of the School Behaviour Policy and Complaints Procedure.</u></b></p> <p>p) AON to circulate KCSIE to governors.- Closed</p>	<p>CG</p> <p>CG</p> <p>AD</p> <p>AD</p>
<p><b>8. Minutes of the Committee meetings:</b></p> <p>Resources Committee – 1 October 2021</p> <p>Resources Committee – 19 November 2021</p> <ul style="list-style-type: none"> <li>• Committee noted a need for someone with HR expertise as a co-opted governor</li> <li>• There will be a need to look at</li> <li>• SBM candidates – there has been a shortage of candidates and school may need to go back to school bursarial.</li> </ul> <p>Standards Teaching &amp; Learning – 12 November 2021</p> <ul style="list-style-type: none"> <li>• Overview of LIP and SEF was given from which a governor Monitoring Schedule was created</li> <li>• Priorities identified were SEND, Behaviour, Early Reading, Early Years, No Learner Left Behind and Curriculum generally</li> <li>• SEND will be a particular focus of monitoring</li> </ul>	<p>RH</p> <p>RH</p>
<p><b>9. Policies / Documents for Approval:</b></p> <p>a) Attendance &amp; Punctuality Policy - Approved</p> <p><b>b) <u>Critical incident Planning Policy – Carried Forward</u></b></p> <p>c) Exclusion of Pupils - Approved</p> <p>d) Governor Visits Policy- Approved</p> <p>e) Harassment &amp; Bullying Guidelines - Approved</p> <p><b>f) <u>Lockdown Policy – Carry Forward</u></b></p> <p>g) Schools Code of Conduct - Approved</p> <p>h) Terms of Reference – Pay Committee - Approved</p> <p>i) Terms of reference – Resources Committee - Approved</p> <p>j) Terms of Reference – Standards Teaching and Learning - Approved</p> <p>k) Written Statement of Behaviour Principles - Approved</p>	<p>CG</p> <p>Agenda</p> <p>Agenda</p>
<b>10. Any Other Business as agreed above</b>	
<p><b>11. Date and time of next meeting</b></p> <p>Friday 18 March 2022 at 9:30AM</p>	