

PERIVALE PRIMARY SCHOOL
A Full Governing Board Meeting was held in School on Tuesday 21 March 2023

MINUTES

<p>Attendees: Gemma Bartlett (GB) Sandip Bhalsod (SB) Audrey Daley (AD) Chris Green (CG) Robert Hawkes (RH) Matthew Hemsley (MH) Rabiah Khairoun RK) Shabnam Khan-Bhandari (SKB) Dharmic Meggi (DM) Duncan Partridge (DP) Sharine Tyndale (ST) Edmond Yeo (EY)</p> <p>Also in Attendance Lorraine Mackenzie (LM) Roxie Mitchell (RM) Stella Porter (SP) Lennie Sarkis (LS) Sinead ???</p>	<p>Actions</p>
<p>1. Welcome CG welcomed AD back.</p> <p>CG stated that going forward he wanted to see papers available to Governors 2 weeks in advance of meetings. CG added that any papers tabled less than 5 days before a meeting will not be considered.</p>	
<p>2. Apologies for absence Apologies were received from Christian Franco (CF)</p> <p>All other Governors were in attendance.</p>	
<p>3. Authorised / Unauthorised absence The absence for CF was authorised.</p>	
<p>4. Declaration of any other business There were no declarations of other business.</p>	
<p>5. Declaration of interest in any agenda items There were no declarations of interest in any agenda items.</p>	
<p>6. Presentation on Reading Sinead provided an update on reading.</p> <ul style="list-style-type: none"> • Sinead was the phonics lead last year. • This was an update to the presentation at the last Standards, Teaching and Learning (ST&L) meeting. • The last monitoring was in January. <ul style="list-style-type: none"> ○ Teacher planning had gone well. ○ Children were happy to talk about their reading. ○ More work is required on the understanding of vocabulary. 	

<ul style="list-style-type: none"> • We received positive feedback from the recent LA health check. • We model reading. • SKB undertook a reading visit last week. • We undertake half termly assessments. • SHINE targeted interventions are very positive. • We held a parent workshop on how we teach reading. • RH will be visiting on Thursday to review interventions. • CG asked how we communicate with parents re interventions. <ul style="list-style-type: none"> ○ Parents evenings. • CG asked if that was soon enough? <ul style="list-style-type: none"> ○ No. <p>CG thanked Sinead for the update.</p>	
<p>7. Headteacher's Report</p> <p>The Headteacher's Report and various attachments were pre-circulated.</p> <ul style="list-style-type: none"> ○ Of the 205 applications for Reception Places in September 66 were 1st choice. <ul style="list-style-type: none"> ○ Maximum is 60. ○ The next data drop will be available after Easter, and there will be an update at ST&L on 16 June. <ul style="list-style-type: none"> ○ The data will also be circulated to all Governors. ○ There will be a need for more accurate moderation this year; this was distorted last year due to the number of teachers leaving in the summer term. ○ We will baseline Reception in the summer this year rather than Autumn as we did last year. <ul style="list-style-type: none"> ○ This will mean that we can identify any catch up that is required. ○ CG asked about training for KCSIE training for new joiners. <ul style="list-style-type: none"> ○ This is undertaken by RM. ○ A recent KCSIE quiz sent to staff had a good response. <ul style="list-style-type: none"> ○ This will inform future training. ○ <u>RM was asked to provide details for the area of needs for the 46 pupils at SEN support e.g. communication and interaction.</u> ○ The new Premises manager has lots of experience and is very strong. <ul style="list-style-type: none"> ○ CG asked if this appointment went to the pay committee – NO. ○ DP asked about the admin vacancies. <ul style="list-style-type: none"> ○ There were no suitable candidates for the higher level. ○ DM stressed that we should test skills at interview. ○ We originally advertised: <ul style="list-style-type: none"> ▪ Level 9 – 35 hours per week. <ul style="list-style-type: none"> • Bursarial Services have since suggested that Level 7 is OK. • SB stressed that we need to include reviews of the website as part of the role. ▪ Level 6 – 20 hours per week. ○ One member of staff currently on maternity leave has asked to return part-time. <ul style="list-style-type: none"> ○ AD has agreed to this. ○ SKB asked if the family liaison / parent link which is funded from Pupil Premium will be accessible to parents? <ul style="list-style-type: none"> ○ Yes, at set times. ○ CG asked if the recent incident with the smell of gas had been reported to the LA. <ul style="list-style-type: none"> ○ Yes – to LA portal. ○ <u>SP / AD to forward the report to AON for circulation.</u> ○ AON pointed out that there had been similar incidents in the past which actually related to methane in the drains. <p>a) Learning Improvement Plan (LIP)</p> <ul style="list-style-type: none"> ○ The LIP has been RAG Rated for the spring. <ul style="list-style-type: none"> ○ DP asked about the significance of the items in yellow. 	<p>RM</p> <p>SP / AD</p>

<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ This equals “in progress.” ○ Priority 2 <ul style="list-style-type: none"> ○ We are working on assessment tracking for September roll-out. ○ We have staff buy-in. ○ The main focus on EAL children. ○ There is a change in approach with Teachers delivering in class. <ul style="list-style-type: none"> ▪ Staff were not confident. ▪ The Educational Psychologist has / will deliver 2 training sessions. ▪ We will also be attending therapeutic thinking training. ○ Priority 3 <ul style="list-style-type: none"> ○ Most areas are at yellow / green. ○ RH asked about the progress on subject leaders taking ownership. <ul style="list-style-type: none"> ○ To be assessed by Learning Walks, Pupil voice and Book Looks ○ SB asked if this will be reviewed by the Subject Leader and the Leadership Team. <ul style="list-style-type: none"> ▪ Subject Leaders will quality assure. ○ SP was asked about preparation for Deep Dives, Ofsted etc. <ul style="list-style-type: none"> ▪ The subject leader feeds back to SLT and staff. ○ SP pointed out that the key area for development is the non-negotiables. <ul style="list-style-type: none"> ○ There will be a standard format for all curriculum areas. ○ There will also be a model for observations. ○ The whole school curriculum map will go on the website when ready. ○ CG asked how parents will know about the required skills, and how does the LIP fit with this. <ul style="list-style-type: none"> ○ Half termly curriculum maps. ○ Required skills will be included in the 2023 / 2024 curriculum map. <ul style="list-style-type: none"> ▪ Parents will be alerted. 	
<p>8. Review of External Audit Reports</p> <p>a) Internal Audit Report (Finance)</p> <p>The Internal Audit Report was again pre-circulated.</p> <ul style="list-style-type: none"> ○ This is based on the annual SFVS return. ○ Governors asked when this would likely be reviewed again. <ul style="list-style-type: none"> ○ <u>CG will ask Kim Price at the deficit recovery meeting on 21 April.</u> ○ CG proposed that we commit to analyse this by the end of the summer term. <ul style="list-style-type: none"> ○ Agreed. ○ CG said that he was happy to oversee the review and allocate the responsibilities. <ul style="list-style-type: none"> ○ DP stated that this review needs staff involvement. ○ SB questioned which areas are really an issue, rather than just record keeping. <p>b) LA Health Check</p> <p>The LA Health check report was pre-circulated.</p> <ul style="list-style-type: none"> ○ RH pointed out that the website needs updating. <ul style="list-style-type: none"> ○ School: SP has downloaded the check list. ○ Governors: DP will review. ○ CG asked who is responsible in school for the website. <ul style="list-style-type: none"> ○ AD initially said that all are accountable. ○ AD subsequently said that the SBM was responsible. ○ RH observed that the feedback was positive, acknowledging the work that is being done. ○ CG said that this had been very useful and proposed a further review in 3 months. <ul style="list-style-type: none"> ○ RH suggested that 3 months would be too soon. ○ <u>RS to establish the cost for a subsequent review.</u> ○ We need to ensure the consistency across EYFS. <ul style="list-style-type: none"> ○ We have 1 x ECT in EYFS. ○ There will be team planning. ○ SP suggested that if there was an Ofsted inspection tomorrow we could be “borderline” good. ○ CG suggested that the LA review and Ofsted do not necessarily correlate. 	<p>CG</p> <p>RS</p>

<p>10. Agree the minutes of the Full Governing Board Meeting on 06/12/2022 These were agreed as a true and accurate record of the meeting and were signed by CG.</p>	
<p>11. Matters arising from the Full Governing Board Meeting on 06/12/2022</p> <p>a) AD / SP to provide examples of reports to parents. • Closed.</p> <p>b) AD to bring the reading lead to the next meeting. • Closed – agenda item 6.</p> <p>c) Updated Data Report to the next meeting. • Closed – agenda item 7.</p> <p>d) SEND Policy for the March Meeting • Closed – agenda item 16(i).</p> <p>e) Governors to identify 6 / 8 large companies we can approach re governor vacancies. • Closed – agenda item 9(a).</p> <p>f) Link Governor for Equality. • Closed – RK agreed to take this on.</p> <p>g) Governor Visit schedule to be completed. • Closed – agenda item 9(b).</p> <p>h) All Governors to complete KCSIE training. • <u>Carried forward – SKB, EY.</u></p> <p>i) Dates for Governor visits to be agreed. • Closed – agenda item 9(b).</p> <p>j) Resources committee to review the red areas from the Benchmarking Report. • <u>Carried forward – to be taken forward by the FAG.</u></p> <p>k) AD to present a new Complaints Policy. • Closed.</p> <p>l) Feedback – Finance Report. • Closed – agenda item 8(a).</p> <p>m) Complaints Procedure carried forward. • Closed.</p> <p>n) Critical Incident Planning Policy carried forward. • Closed – agenda item 16(a).</p> <p>o) Pupil Premium Strategy / Impact Report carried forward. • <u>Carried forward – agenda item 16(f).</u></p> <p>p) School Journey and Residential Trips Policy carried forward. • Closed – agenda item 16(h).</p> <p>q) CF to review the School Journey and Residential Trips Policy. • Closed.</p> <p>r) AON to set up access to Governor Room for LM, RM, LS.</p>	<p>SKB, EY</p> <p>SB</p> <p>Agenda</p>

<ul style="list-style-type: none"> • Closed. 	
<p>12. Agree the Minutes of the EFGB meeting on 02/02/2023</p> <p>These were agreed as a true and accurate record of the meeting and were signed by CG.</p>	
<p>13. Matters arising from the EFGB Meeting on 02/02/2023</p> <p>a) RH to present at next FGB on Federation.</p> <ul style="list-style-type: none"> • There are 2 types of federation: <ul style="list-style-type: none"> ○ Soft federation. ○ Hard federation. <ul style="list-style-type: none"> ▪ Joining of 2+ schools with one Governing Board. ▪ Covered by DfE guidance. ▪ Promotes collaborative work. ▪ Federation is a lengthy process – 6 months? ○ We are only at the consideration stage at present. ○ Consultation will be required. ○ <u>RH to circulate the Northamptonshire guidance for information.</u> ○ <u>CG proposed reviewing this further at the end of year Governor Day.</u> 	<p>RH Agenda</p>
<p>14. Resources Committee Minutes of 11/11/2022, 19/01/2023, 24/02/2023 for noting.</p> <p>Noted.</p> <p>a) Harassment & Bullying Guideline Policy to FGB.</p> <ul style="list-style-type: none"> • Agenda item 16(d). <p>b) SFVS to next FGB.</p> <ul style="list-style-type: none"> • Agenda item 16(j). <p>c) Internal Audit Report to next FGB.</p> <ul style="list-style-type: none"> • Agenda item 8(a). <p>d) Verbal update on Deficit recovery Plan</p> <ul style="list-style-type: none"> • The initial version was submitted on 29 February. • The next meeting will be on 20 April <ul style="list-style-type: none"> ○ The LA will require a 3 year plan for this meeting. ○ The FAG will meet to review ahead of the next meeting. • CG asked if everything is in place for the next meeting. <ul style="list-style-type: none"> ○ SB said that he will need to check with RS. ○ SP added that a lot of work is required. ○ SP also pointed out that the LA have said what is required. 	
<p>15. Standards, Teaching & Learning Minutes of 10/03/2023 for noting.</p> <p>Noted.</p> <p>a) Governors to receive examples of half termly curriculum maps for each year group.</p> <ul style="list-style-type: none"> • The curriculum subject-mid term overviews that were circulated were not what was required. • Examples of the correct summaries were subsequently circulated. <p>b) Curriculum map to FGB before it goes live on the website.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>c) Update on website development at FGB.</p> <ul style="list-style-type: none"> • <u>Carried forward – also see agenda item 8(b).</u> <p>d) Link Governor roles to be reviewed at the next FGB.</p>	<p>Agenda</p> <p>Agenda</p>

<ul style="list-style-type: none"> • Agenda item 9(c). <p>e) Suspension / Exclusion policy to FGB.</p> <ul style="list-style-type: none"> • Agenda item 16(k). 	
<p>16. Policies / Documents for Approval</p> <p>a) Critical Incident Planning policy</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> • Assembly point(s) to be included. • <u>SB said that we should have visibility of the Children’s Centre policy</u> <p>b) Ealing Schools Buy Backs</p> <ul style="list-style-type: none"> • <u>Carried forward - Governors sought assurance that these have been reviewed.</u> • AD said that she would revert to Governors by Friday. • DP questioned if there were any savings that we could make. <p>c) Ealing Schools Counselling Partnership</p> <ul style="list-style-type: none"> • <u>Carried forward – Governors sought clarification why the contract was dated September 2022 and only now presented to governors.</u> • AD said that she would revert to governors by Friday. <p>d) Harassment and Bullying Guidelines</p> <ul style="list-style-type: none"> • <u>Carried forward – SKB pointed out that there was no reference to the protected characteristics.</u> <p>e) Induction Policy</p> <ul style="list-style-type: none"> • Approved. <p>f) Pupil Premium Strategy / Impact Report</p> <ul style="list-style-type: none"> • <u>Carried forward</u> • CG pointed out that there was little evidence of impact. • CG added that he was not comfortable with this going on the website. • If we were to add this to the website we would be exposed to questions from parents. <p>g) Catch Up Premium Impact Report</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> • DP questioned what the £6,370 (Year 1 Rapid Phonics catch-up) had been spent on. <ul style="list-style-type: none"> ○ Agency cover to release staff, plus additional TA time. • CG pointed out that more detail is required. <p>h) School Journeys & Residential Trips Policy</p> <ul style="list-style-type: none"> • Approved. <p>i) SEND Policy</p> <ul style="list-style-type: none"> • Approved. <p>j) SFVS</p> <ul style="list-style-type: none"> • Approved. <p>k) Suspension & Exclusion Policy</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> • This has not been updated to include reference to Suspensions. <p>l) Term Dates 2023 – 2024</p> <ul style="list-style-type: none"> • Approved. 	<p>Agenda</p> <p>RS</p> <p>Agenda</p> <p>Agenda</p> <p>Agenda</p> <p>Agenda</p> <p>Agenda</p> <p>Agenda</p> <p>Agenda</p>

m) Terms of Reference – FGB <ul style="list-style-type: none"> • <u>Carried forward.</u> 	AON
17. Any Other Business as agreed above There were no items of other business. CG thanked everyone for their participation in what had been a long meeting.	
18. Date and time of next meeting Tuesday 25 April 2023 at 4:30PM	