

PERIVALE PRIMARY SCHOOL
A Full Governing Board Meeting was held in School on Tuesday 6 December 2022

MINUTES

<p>Attendees: Gemma Bartlett (GB) Audrey Daley (AD) Christian Franco (CF) Chris Green (CG) Robert Hawkes (RH) Matthew Hemsley (MH) – Joined remotely Rabiah Khairoun RK) Shabnam Khan-Bhandari (SKB) Duncan Partridge (DP) Sharine Tyndale (ST) – Joined remotely</p> <p>Also in Attendance L Mackenzie (LM) R Mitchell (RM) S Porter (SP) L Sarkis (LS) R Shillingford (RS)</p>	<p>Actions</p>
<p>1. Welcome CG observed that there had been lots of documentation for this meeting and thanked AD and the team.</p>	
<p>2. Apologies for absence Apologies were received from: Sandip Bhalsod (SB) Dharmic Meggi (DM) Edmond Yeo (EY)</p> <p>All other Governors were in attendance.</p>	
<p>3. Authorised / Unauthorised absence The absences for SB, DM and EY were all 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. Headteacher's Report The Headteacher's Report was pre-circulated.</p> <ul style="list-style-type: none"> • DP observed that it was good to see that the targets have stretch. • DP questioned how the Leadership Team are monitoring. <ul style="list-style-type: none"> ○ Round of observations. ○ SLT now feed into the MLT weekly. ○ It was agreed today to have Planning meetings on Tuesdays and Strategy meetings on Thursdays. <ul style="list-style-type: none"> ▪ This will feed into the INSET programme. <p>a) Learning Improvement Plan (LIP)</p>	

The latest version of the LIP was pre-circulated.

- **PIXL** interventions are based on assessment data.
 - There are links between reading and writing
 - CG asked if the data has influenced the Curriculum
 - Each year group now knows the key areas.
- CG asked about the focus on **reading** and was the initial focus on data or the LIP.
 - Data.
- GB pointed out the Early Reading focus across EYFS was on Little Wandle
- GB added that there is now a focus on Phonics across the whole school.
- AD reminded Governors that the library was not used last year.
- SKB said that parents are struggling to understand their children's reading level.
 - No details are in the reports.
 - AD said that we can update at the parent evenings.
 - SKB questioned if we need to wait until summer 2023.
 - CG also questioned how parents know which level their children are.
 - GB said that Teachers talk to parents at the door.
 - EAL
 - SALT
 - Booster Groups
 - RK pointed out that there is less opportunity for year 5 / year 6 parents to talk to Teachers.
 - CG summarised that there is no clear communication with parents.
 - **DP said that it would be useful for Governors to see examples of the reports to parents.**
 - GB / AD said that there had been 2 parent workshops;
 - Little Wandle
 - Sounds / spellings learnt each week.
- AD said that we will provide half termly updates to parents.
- AD added that there will be more detail at the meet the Teacher meetings.
- SKB stated that parents need more detail about what the levels mean.
- SP advised that we will be assessing next week.
 - Assessment is completed termly.
 - Detail could go out in January.
- RH questioned if we could get **parent feedback**.
 - Do they understand what we are saying.
- SKB pointed out that parents are worried about the 2022 **SATS results**.
- Governors asked if the **Big Cat** assessment tool was being used effectively.
 - It is "fit for purpose."
- Governors asked when the **Curriculum Maps** will be updated.
 - They will be updated by the end of Spring 1, after staff training.
- CG stated that the curriculum maps are not current on the website – why is this? It is an Ofsted requirement.
- CG questioned how the school can not own the curriculum maps and why they have not been updated!
 - CG asked why there were not systems / security in place to prevent this. CG stated that any material created by an employee at the time of employment at Perivale remains the property of the school. CG asked what is in place to ensure this does not happen again.
 - LSA replied that the school uses Google Drive and that there are levels of protection in place. LSA added that the curriculum map is being

AD / SP

<p>worked on by teachers and when asked when they would be ready suggested in the Spring term.</p> <ul style="list-style-type: none"> ○ CG asked if this is right for a school to create a curriculum map so late into the school year and asked what are staff currently using. ● CG asked where the curriculum maps are located. <ul style="list-style-type: none"> ○ On the website. ○ School Drive – G Drive. <ul style="list-style-type: none"> ▪ Only the SLT can delete. <ul style="list-style-type: none"> ● These include NLLB. ● CG questioned if the curriculum maps detail reading skills level. <ul style="list-style-type: none"> ○ No. ○ Next version. ● AD reminded Governors that the previous Curriculum Lead had left (Long Term Sick). This person had left the school and had taken the curriculum documentation with her. ● Support for children not meeting the National Curriculum <ul style="list-style-type: none"> ○ CG stressed that the curriculum maps must be available for the spring FGB. ○ DP questioned the 2021 – 2022 data <ul style="list-style-type: none"> ▪ AD pointed out that the 2 previous years only included local data due to Covid. ○ <u>AD said that she will bring the reading lead to the next meeting.</u> ○ AD added that we have introduced a robust assessment system. <p>b) 2021 – 2022 Data The report was pre-circulated.</p> <ul style="list-style-type: none"> ● CG asked when the data is likely to turn green. <ul style="list-style-type: none"> ○ We had pupil progress meetings last week. ○ <u>We can review the data at the next meeting.</u> <p>c) Update on Forest School</p> <ul style="list-style-type: none"> ● The training was completed last year. <ul style="list-style-type: none"> ○ Available to early Years in Autumn 1. ● The member of staff who was trained is however leaving in autumn 2. <ul style="list-style-type: none"> ○ Time was used for handover. ○ CG asked if this was student centred. ● We have put a lot of resource into Forest School. ● AD and DP questioned whether we should continue with Forest School or focus on core subjects. ● Requires 2 hours teaching and one hour planning per week. ● If we trained someone to take on Forest School we could not start until September 2023. ● CG pointed out that this is a school and not a GB decision. <ul style="list-style-type: none"> ○ AD said that the decision was made at SLT. ○ CG asked if the Forest School lead contributed to the decision. <ul style="list-style-type: none"> ▪ AD said that it was not an easy decision. <p>d) Attendance</p> <ul style="list-style-type: none"> ● Attendance is on track. ● We have updated the Attendance Policy. ● We now have more effective tracking. ● We celebrate good attendance. ● There is now a leader board. ● After 3 letters to parents / carers re attendance issues cases are passed to the EWO at the LA. ● CG asked if parents are aware of the attendance requirements. 	<p>Agenda</p> <p>Agenda</p>
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- They will be.

e) SEND

- **RM will be reviewing the policy for review / agreement at the Spring FGB.**
- The SEND report was pre-circulated..

f) Presentation – No Learner Left Behind

The report was pre-circulated.

- With the current lead leaving LS will be the lead.
- LS will be arranging staff training at a staff INSET.
- AD said that we have started talking to parents.
- RH advised that he attended LA training last week and further training is scheduled for next week.
- This is a priority at the LA level.
- RH said that it was good to know about the level of training that staff have had.
- There will be parent involvement in the training.
- CF pointed out that there is a cross curricular approach.

g) Presentation Safeguarding – School Context

The Annual Safeguarding Report was pre-circulated.

- RM confirmed that the parents have got to know her and are happy to talk.
- The Single Central Record has been reviewed and training arranged.
- High Needs cases are increasing across Ealing.
- We had one child who ran off after they had been collected by their mother.
- We are working closely with Beebug and LGFL to ensure online safety.
 - DP asked if online safety is built into the curriculum.
 - Yes
 - There is an online safety presentation on the website.
 - This will be reviewed in the new year.
 - SP said that we are looking at presentations for parents to show what we are doing for each year group.
 - Possibly a workshop where parents can bring in their devices for review.

h) Review of the SEF

- The latest version of the SEF was pre-circulated.
- DP asked about the process for reviewing the SEF
 - We are working with Simon Prebble.
 - The Leadership Team started to review today.
- DP asked why this was only being reviewed now.
 - Internal issues.
- DP then asked when it will be updated.
 - Beginning of January.
- CG pointed out that Ofsted are not interested in a school's SEF.
- CG asked about the evidence for the statement that we have "well established relationships"
 - High school: Transition, especially children with needs.
 - Teaching Schools
 - SP pointed out that there are no direct links.
 - AD pointed out the link with Morella at the LA.
 - CG asked how we can evidence this.
 - Peer Review.
- CG asked what we are doing to engage with teachers who are ineffective.
 - We have just done a round of observations.

<p>i) Audit Assistant Survey</p> <p>The summary of non-compliant items (25) was pre-circulated.</p> <ul style="list-style-type: none"> • We did not have a Site Manager / SBM. • DP asked if the report will be RAG rated. <ul style="list-style-type: none"> ○ Yes. ○ The report will include an overall assessment. • DP observed that based on this summary we have an unsafe environment. • CG asked if all staff had received training. <ul style="list-style-type: none"> ○ No. • CG asked if all Fire Wardens know who they are. <ul style="list-style-type: none"> ○ No. • CG then asked if they know that they should not return to the building if the alarm is still sounding. <ul style="list-style-type: none"> ○ ? ○ There will be further face to face training at the January INSET day. • CG pointed out that there are 3 statutory areas: <ul style="list-style-type: none"> ○ Fire ○ Health and Safety ○ First Aid <ul style="list-style-type: none"> ▪ National College provide training which takes 6.5 hours. <p>j) Staffing Update</p> <p>The staffing report was pre-circulated.</p> <ul style="list-style-type: none"> • The Year 4 Class Teacher vacancy has been filled. • One Year 6 Class Teacher has been covered by a very strong agency teacher. • The second Year 6 Class Teacher will be covered on a job share basis with an AHT. <ul style="list-style-type: none"> ○ There will be a 2 week period to get to know the children. • DP asked about the impact of the High Turnover of staff and whether we can achieve our priorities. <ul style="list-style-type: none"> ○ Good recruitment. • 2 Teachers are leaving as they were unsettled by the AHT recruitment process in the summer – no career opportunities. • The school administrator is leaving after 8 years – they need a change. • CG expressed his concerns re staffing. <ul style="list-style-type: none"> ○ We have effectively applied a “sticking plaster.” <ul style="list-style-type: none"> ▪ Level of agency staff. ▪ 5 x ECT. ▪ AHT in class. ▪ Unqualified Teacher. ▪ No clear vision of staffing. • RK was concerned that this will unsettle parents • It was reported that the LA are very slow in responding to Occupational Health Reviews due to staff shortages. • RK asked about staff wellbeing. <ul style="list-style-type: none"> ○ AD said that this had been discussed earlier today. <ul style="list-style-type: none"> ▪ Wellbeing Working Party. ▪ Standardised Exit Interviews <ul style="list-style-type: none"> • These are voluntary. • An issue is a lack of career progression opportunities. 	
<p>7. Governance Matters</p> <p>a) Governor Vacancies</p> <ul style="list-style-type: none"> • 1 x Co-opted Governors • We need strong links with the local business community. <ul style="list-style-type: none"> ○ Governors were asked to try and identify 6 / 8 large companies. 	All

b) Governor CPD – No Learner Left Behind <ul style="list-style-type: none"> <u>Carried forward to ST&L Spring 2023.</u> 	RH
14. Policies / Documents for Approval <ul style="list-style-type: none"> a) Attendance Policy <ul style="list-style-type: none"> Approved. b) Complaints Procedure <ul style="list-style-type: none"> <u>Carried forward.</u> c) Critical Incident Planning Policy <ul style="list-style-type: none"> <u>Carried forward.</u> d) Pupil Premium Impact Report <ul style="list-style-type: none"> <u>Carried forward.</u> e) Pupil Premium Strategy <ul style="list-style-type: none"> <u>Carried forward.</u> f) Purchase Card Policy <ul style="list-style-type: none"> Approved. g) School Journeys and Residential Trips Policy <ul style="list-style-type: none"> <u>Carried forward.</u> <u>It was agreed that CF should review this.</u> h) Supporting Pupils with Medical Conditions Policy <ul style="list-style-type: none"> Approved. i) Teachers Pay Policy <ul style="list-style-type: none"> Approved. j) Terms of Reference – Pay Committee <ul style="list-style-type: none"> Approved. k) Terms of Reference – Resources Committee <ul style="list-style-type: none"> Approved. l) Terms of Reference -Standards Teaching & Learning <ul style="list-style-type: none"> Approved. 	Agenda Agenda Agenda Agenda Agenda CF
15. Any Other Business as agreed above <ul style="list-style-type: none"> <u>AON to set up Governor Room access for LM, RM, LS.</u> <p>CG, on behalf of the GB thanked the staff for everything they had done this term.</p>	AON
16. Date and time of next meeting Tuesday 21 March 2023 at 4:30PM in school.	

Meeting closed at 19:15