## PERIVALE PRIMARY SCHOOL A Full Governing Board Meeting was held in school on Friday 8 July 2022

## **MINUTES**

Attendees:	Actions		
Gemma Bartlett (GB)			
Sandip Bhalsod (SB)			
Audrey Daley (AD)			
Christian Franco (CF)			
Chris Green (CG)			
Robert Hawkes (RH)			
Matthew Hemsley (MH)			
Rabiaa Khairoun RK)			
Shabnam Khan-Bhandari (SKB)			
Dharmic Meggi (DM)			
Edmond Yeo (EY)			
Also in Attendance			
Stella Porter (SP)			
1. Welcome			
2. Apologies for absence			
Apologies were received from:			
Duncan Partridge (DP)			
Sharine Tyndale (ST)			
All other Governors were in attendance.			
3. Authorised / Unauthorised absence			
The absence for DP and ST were both authorised.			
4. Declaration of any other business			
There were no declarations of other business.			
There were no decid ations of other business.			
5. Declaration of interest in any agenda items			
There were no declarations of interest in any agenda items.			
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6. Headteacher's Report:			
The Headteacher's Report, and appendices were pre-circulated.			
SIP Priority 1 - SEND			
<ul> <li>We have just done a data drop.</li> </ul>			
SIP Priority 2 – Behaviour			
<ul> <li>The current Behaviour is not fit for purpose.</li> </ul>			
<ul> <li>Staff will pilot the new policy; this will then come to GB for approval.</li> </ul>			
• SIP Priority 3 – Phonics			
<ul> <li>Little Wandle has had a significant impact.</li> </ul>			
• SIP Priority 4 – EYFS			
<ul> <li>The Phase Leader has had maternity issues, coupled with long term sickness</li> </ul>			
amongst the support staff.			
Pupil Numbers			
<ul> <li>We are full across the school with the exception of 3 vacancies in year 4.</li> </ul>			

- Year 5
  - We need to ensure that all current year 5's leave year 6 next year with the correct levels.
- We have a plan for enhanced interventions next year.
- Reading
  - o GB is leading on Early Years reading.
  - Training for staff is planned for September.
  - o The introduction of Little Wandle in Early Years was positive.
  - o Little Wandle will be rolled out across the whole school next year.
  - o RH said that Governors will need to continue monitoring next year.
  - We will still have Reading Hub support next year.
- Attendance
  - o Current attendance is running at 93.4% against a target of 95%.
  - RK asked why attendance was low.
    - Covid.
    - Unauthorised leave e.g. term time holidays.
  - We will have a bigger drive on attendance next year.
  - EY asked if there are incentives for good attendance.
    - Yes.
  - o RK asked if we are fining parents?
    - Yes.
    - Additionally the Education Welfare Officer (EWO) is involved in following up with families.
    - It was pointed out that the savings on e.g. flights is greater than the fines.
  - RK added that parents are not aware of the fines.
    - AD will put a reminder in the Newsletter.
  - DM said that <u>Governors need to see the action plan for 2022 / 2023 plus the</u> <u>analysis of attendance data.</u>
    - It was also pointed out that it would be helpful to have data for year groups.
  - DM has agreed to take on the Link Governor role for attendance.
- School Performance and Standards
  - EYFS GLD
    - 55% puts us in line with Ealing.
  - Year 1 Phonics
    - The 7 pupils that did not pass will take the test again in year 2.
  - Year 2 Phonics retake
    - The 7 (of 19) who did not pass again will focus on this in year 3.
  - KS1 SATS
    - The LA and National Data is not yet available.
    - The DfE say that we cannot use the 2019 data for comparison.
    - SP pointed out that we are well down on our 2019 results and that we aspire to get back to the 2019 level.
  - KS2 Results
    - RWM results are awaited.
    - We will be undertaking the analysis next week.
    - We need to see an improvement next year.
- Health & Safety

AD AD

- CG asked if we were completing regular Legionella tests?
  - Yes
- SKB pointed out that the climbing frame is still being used the warning tape is torn / missing or fallen away.
- o RK added that there is a lack of staff supervision.
  - AD pointed out that parents do not stop their younger children using it while they wait to collect older children
  - AD will arrange for new warning tape to be added.

ΑD

- CPD
  - One of the new AHT's will have responsibility for assessment.
    - There will be more distributed ownership of data next year.
- Parental Engagement
  - o SKB has recently sent out a survey to parents regarding future workshops etc.
  - GB advised that we will be re-introducing the reading Café.
  - o RH suggested providing EAL support for parents.
  - SKB added that attendance at the Parent Coffee mornings etc tends to be from Parents / Carers where English is not their first language.
  - o RK questioned if parents understand the messages.
  - o RK suggested a workshop for parents on the various App's.
    - We will be trialling DoJo's with year 4 as a communication tool for parents.
  - o AD will produce a schedule of dates for next year e.g. Meet the Teachers etc.
- Early Years Playground
  - o The Early Years Playground is being improved over the summer.
- RGE Lessons
  - SKB said that it would be helpful if parents had warning about RGE lessons.
  - AD said that we will hold parent workshops next year in Summer 2.
    - This will be an opportunity for parents to ask questions.
- a) Staffing update
- Noted.
- b) External Review EYFS
- Noted.
- c) SEN Update
- Noted.
- d) Update on revised Leadership Model
- Headteacher
- AHT: SENDco / Inclusion
- AHT: Teaching & Learning / Standards
- AHT: Curriculum
- SBM:
- 7. Governance Matters
- a) Governor Vacancies
- 1 x Co-opted Governors
- EY is in contact with a prospective Governor.

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• <u>CG asked that if Governors are aware of any Prospective Governors they should forward</u> their details to DP.

b) Governor Visits

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•	<ul> <li>Update Schedule</li> <li>It was agreed to set dates for governor visits at the September meeting.</li> </ul>	Agenda
•	RH: Phonics  O Noted - the report was pre-circulated.	
•	CG: PSHE	
•	ST: Undertook a visit yesterday to look at Early Years / SEND.	ST
c)	Communications Update: Staff	
	<ul> <li>CG, DP, AD, and SP met with staff to outline the strategy.</li> <li>A new communication strategy has been put in place:         <ul> <li>Coffee Catch Up – AD said that this is not intended to replace staff meetings</li> <li>Stop by</li> <li>Catch me</li> </ul> </li> <li>GB said that feedback from staff was positive, although some preferred a 1:1 rather than a group session.</li> </ul>	
•	Parents	
	<ul> <li>The Parent Forum is to be replaced by the "Friends of Perivale (FoP)."</li> <li>The benefits of setting up a FoP is that this widens the people who can be involved e.g. Alumni, Local Businesses etc.</li> </ul>	
	<ul> <li>CG, AD, and DP will meet with parents in September.</li> <li>We need to remind parents about how to escalate complaints.</li> </ul>	
d) •	<ul> <li>Education White Paper</li> <li>A recent White Paper proposed Academisation by 2030.</li> <li>Whilst 2030 may seem a long time off, the GB need to at least start thinking about our stance.</li> <li>CG said that The Key has a very good summary.</li> <li>Existing Trusts (MATs) will be looking for Outstanding Schools to join with them.</li> <li>Some schools, including in Ealing are starting to set up Federations.</li> <li>The benefit of planning early is that we would have choice, rather than ending up with schools which would not be our first preferences.</li> <li>Another option could be that the Ealing Learning Partnership (ELP) could set up a MAT.</li> </ul>	
CG	Strategy meeting reminded Governors about the Strategy meeting tomorrow where we will be reviewing the nool Vision and Values.  There will then be consultation with Staff and Parents.	
8. The	Agree the minutes of the Full Governing Board Meeting on 20 May 2022 ese were agreed as a true and accurate record of the meeting and were signed by CG.	
9. a) •	Matters arising from the Full Governing Board Meetings on 20 May 2022 Resources Committee to review the RED areas of the Benchmarking report.  Carried forward.	SB
b)	YM to update the Scheme of delegation. Closed.	

c) •	AON to liaise with CG re the Strategy Day. Closed.	
10.	Matters arising from the Full Governing Board meeting on 18 March 2022	
a)	RK to send Governors the link for Safeguarding Training.	<b>5</b> .
•	Carried forward.	RK
b)	Data for EHAP's to be included in future Headteacher Reports.	
•	Carried forward.	AD
c)	EY to identify a potential local Governor.	
•	Carried forward.	EY
•	EY has identified a candidate and will be taking matters forward.	
d)	CG to arrange Governor Visit Training.	
•	Carried forward.	CG
•	Plan is to do this in September.	
۵۱	CC to draft a summary for the school newsletter	
e) •	CG to draft a summary for the school newsletter.  Carried forward.	CG, MH, DM
•	CG asked new Governors to provide 10 lines of text.	CG, WIII, DIVI
f)	AD to review the school behaviour policy.	
•	<u>Carried forward.</u>	AD
•	This is work in progress for September.	
g)	AD to review the complaints procedure.	
•	Closed.	
•	See agenda item 12.	
h\	Standards Taashing 9 Lagraing Minutes of 12 Newsmhar 2021 carried forward	
h) •	Standards Teaching & Learning Minutes of 12 November 2021 carried forward.  Closed.	
	closed.	
i)	Standards Teaching & Learning Minutes of 11 March 2022 carried forward.	
•	Closed.	
:۱	Policies carried forward:	
j) •	Attendance & Punctuality Policy	
_	<ul> <li>Closed.</li> </ul>	
•	Complaints Policy	
	o Closed.	
	<ul> <li>See agenda item 12.</li> </ul>	
•	Critical Incident Policy  Closed.	
•	Pupil Premium Strategy	
	Closed.	
	<ul> <li>See agenda item 12.</li> </ul>	
•	Safeguarding Policy	
	o Closed.	
k)	RH Year 1 Phonics report to follow.	
Ν)	• Closed.	
11.	Minutes of the Committee meetings:	

Resources Committee - 24 June 2022 Noted. Complaints procedure to FGB. b) Standards Teaching & Learning – 12 November 2021 Noted. c) Standards Teaching & Learning – 11 March 2022 Noted. d) Standards Teaching & Learning – 29 April 2022 Presentation at FGB on Forest School Agenda. PWB to provide an update on No Learner Left Behind at FGB Agenda. Governor Visit Schedule to be updated at FGB. Closed – Agenda item 7. Safeguarding Policy to FGB for adoption. o Closed. Update to Resources Committee meeting 7 March 2022 (11b). CG reported that the statement under section 11 b) was not correct. CG explained how this was inaccurate, that the GB was retracting the statement / claim, and issued an apology on behalf of the GB. The detail of the budget was available online. 12. Policies / Documents for Approval: a) Complaints Policy The proposed, updated policy was pore-circulated. RH pointed out that Step 4 (appeal to the Local Authority) is no longer relevant as there is no mechanism to appeal to the Local Authority. AON In the short term we will remove step 4 and renumber the existing steps. ΑD AD will then review the model policies from the Key / DfE and bring this to the FGB in the autumn. b) Pupil Premium Strategy Carried forward. 13. Any Other Business as agreed above CG thanked AD and the team for everything that they have done in what has been a challenging year. AD thanked the GB for their support. 14. Date and time of next meeting a) Saturday 9 July 2022 at 9:30AM b) Tuesday 13 September 2022 at 4:30PM Meeting dates for 2022 / 2023 had been pre-circulated.