

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

**MINUTES**

<p><b>Attendees:</b>  Gemma Bartlett (GB)  Sandip Bhalsod (SB)  Audrey Daley (AD)  Christian Franco (CF)  Chris Green (CG)  Robert Hawkes (RH)  Matthew Hemsley (MH)  Rabiah Khairoun RK)  Shabnam Khan-Bhandari (SKB)  Dharmic Meggi (DM)  Edmond Yeo (EY)</p> <p><b>Also in Attendance</b>  Stella Porter (SP)</p>	<p><b>Actions</b></p>
<p><b>1. Welcome</b></p>	
<p><b>2. Apologies for absence</b>  Apologies were received from:  Duncan Partridge (DP)  Sharine Tyndale (ST)</p> <p>All other Governors were in attendance.</p>	
<p><b>3. Authorised / Unauthorised absence</b>  The absence for DP and ST were both authorised.</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>  The Headteacher's Report, and appendices were pre-circulated.</p> <ul style="list-style-type: none"> <li>• SIP Priority 1 - SEND <ul style="list-style-type: none"> <li>○ We have just done a data drop.</li> </ul> </li> <li>• SIP Priority 2 – Behaviour <ul style="list-style-type: none"> <li>○ The current Behaviour is not fit for purpose.</li> <li>○ Staff will pilot the new policy; this will then come to GB for approval.</li> </ul> </li> <li>• SIP Priority 3 – Phonics <ul style="list-style-type: none"> <li>○ Little Wandle has had a significant impact.</li> </ul> </li> <li>• SIP Priority 4 – EYFS <ul style="list-style-type: none"> <li>○ The Phase Leader has had maternity issues, coupled with long term sickness amongst the support staff.</li> </ul> </li> <li>• Pupil Numbers <ul style="list-style-type: none"> <li>○ We are full across the school with the exception of 3 vacancies in year 4.</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>• Year 5 <ul style="list-style-type: none"> <li>○ We need to ensure that all current year 5's leave year 6 next year with the correct levels.</li> </ul> </li> <li>• We have a plan for enhanced interventions next year.</li> <li>• Reading <ul style="list-style-type: none"> <li>○ GB is leading on Early Years reading.</li> <li>○ Training for staff is planned for September.</li> <li>○ The introduction of Little Wandle in Early Years was positive.</li> <li>○ Little Wandle will be rolled out across the whole school next year.</li> <li>○ RH said that Governors will need to continue monitoring next year.</li> <li>○ We will still have Reading Hub support next year.</li> </ul> </li> <li>• Attendance <ul style="list-style-type: none"> <li>○ Current attendance is running at 93.4% against a target of 95%.</li> <li>○ RK asked why attendance was low. <ul style="list-style-type: none"> <li>▪ Covid.</li> <li>▪ Unauthorised leave e.g. term time holidays.</li> </ul> </li> <li>○ We will have a bigger drive on attendance next year.</li> <li>○ EY asked if there are incentives for good attendance. <ul style="list-style-type: none"> <li>▪ Yes.</li> </ul> </li> <li>○ RK asked if we are fining parents? <ul style="list-style-type: none"> <li>▪ Yes.</li> <li>▪ Additionally the Education Welfare Officer (EWO) is involved in following up with families.</li> <li>▪ It was pointed out that the savings on e.g. flights is greater than the fines.</li> </ul> </li> <li>○ RK added that parents are not aware of the fines. <ul style="list-style-type: none"> <li>▪ <b><u>AD will put a reminder in the Newsletter.</u></b></li> </ul> </li> <li>○ DM said that <b><u>Governors need to see the action plan for 2022 / 2023 plus the analysis of attendance data.</u></b> <ul style="list-style-type: none"> <li>▪ It was also pointed out that it would be helpful to have data for year groups.</li> </ul> </li> <li>○ DM has agreed to take on the Link Governor role for attendance.</li> </ul> </li> <li>• School Performance and Standards <ul style="list-style-type: none"> <li>○ EYFS GLD <ul style="list-style-type: none"> <li>▪ 55% puts us in line with Ealing.</li> </ul> </li> <li>○ Year 1 Phonics <ul style="list-style-type: none"> <li>▪ The 7 pupils that did not pass will take the test again in year 2.</li> </ul> </li> <li>○ Year 2 Phonics retake <ul style="list-style-type: none"> <li>▪ The 7 (of 19) who did not pass again will focus on this in year 3.</li> </ul> </li> <li>○ KS1 SATS <ul style="list-style-type: none"> <li>▪ The LA and National Data is not yet available.</li> <li>▪ The DfE say that we cannot use the 2019 data for comparison.</li> <li>▪ SP pointed out that we are well down on our 2019 results and that we aspire to get back to the 2019 level.</li> </ul> </li> <li>○ KS2 Results <ul style="list-style-type: none"> <li>▪ RWM results are awaited.</li> <li>▪ We will be undertaking the analysis next week.</li> <li>▪ We need to see an improvement next year.</li> </ul> </li> </ul> </li> <li>• Health &amp; Safety</li> </ul>	<p>AD AD</p>
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<ul style="list-style-type: none"> <li>○ CG asked if we were completing regular Legionella tests? <ul style="list-style-type: none"> <li>▪ Yes.</li> </ul> </li> <li>○ SKB pointed out that the climbing frame is still being used – the warning tape is torn / missing or fallen away.</li> <li>○ RK added that there is a lack of staff supervision. <ul style="list-style-type: none"> <li>▪ AD pointed out that parents do not stop their younger children using it while they wait to collect older children</li> <li>▪ <b><u>AD will arrange for new warning tape to be added.</u></b></li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• CPD <ul style="list-style-type: none"> <li>○ One of the new AHT's will have responsibility for assessment. <ul style="list-style-type: none"> <li>▪ There will be more distributed ownership of data next year.</li> </ul> </li> </ul> </li> <li>• Parental Engagement <ul style="list-style-type: none"> <li>○ SKB has recently sent out a survey to parents regarding future workshops etc.</li> <li>○ GB advised that we will be re-introducing the reading Café.</li> <li>○ RH suggested providing EAL support for parents.</li> <li>○ SKB added that attendance at the Parent Coffee mornings etc tends to be from Parents / Carers where English is not their first language.</li> <li>○ RK questioned if parents understand the messages.</li> <li>○ RK suggested a workshop for parents on the various App's. <ul style="list-style-type: none"> <li>▪ We will be trialling DoJo's with year 4 as a communication tool for parents.</li> </ul> </li> <li>○ AD will produce a schedule of dates for next year e.g. Meet the Teachers etc.</li> </ul> </li> <li>• Early Years Playground <ul style="list-style-type: none"> <li>○ The Early Years Playground is being improved over the summer.</li> </ul> </li> <li>• RGE Lessons <ul style="list-style-type: none"> <li>○ SKB said that it would be helpful if parents had warning about RGE lessons.</li> <li>○ AD said that we will hold parent workshops next year in Summer 2. <ul style="list-style-type: none"> <li>▪ This will be an opportunity for parents to ask questions.</li> </ul> </li> </ul> </li> </ul> <p>a) Staffing update</p> <ul style="list-style-type: none"> <li>• Noted.</li> </ul> <p>b) External Review – EYFS</p> <ul style="list-style-type: none"> <li>• Noted.</li> </ul> <p>c) SEN Update</p> <ul style="list-style-type: none"> <li>• Noted.</li> </ul> <p>d) Update on revised Leadership Model</p> <ul style="list-style-type: none"> <li>• Headteacher</li> <li>• AHT: SENDco / Inclusion</li> <li>• AHT: Teaching &amp; Learning / Standards</li> <li>• AHT: Curriculum</li> <li>• SBM:</li> </ul>	AD
<p><b>7. Governance Matters</b></p> <p>a) Governor Vacancies</p> <ul style="list-style-type: none"> <li>• 1 x Co-opted Governors</li> <li>• EY is in contact with a prospective Governor.</li> <li>• <b><u>CG asked that if Governors are aware of any Prospective Governors they should forward their details to DP.</u></b></li> </ul> <p>b) Governor Visits</p>	All

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<p>c) AON to liaise with CG re the Strategy Day.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul>	
<p><b>10. Matters arising from the Full Governing Board meeting on 18 March 2022</b></p> <p>a) RK to send Governors the link for Safeguarding Training.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> </ul> <p>b) Data for EHAP's to be included in future Headteacher Reports.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> </ul> <p>c) EY to identify a potential local Governor.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> <li>• EY has identified a candidate and will be taking matters forward.</li> </ul> <p>d) CG to arrange Governor Visit Training.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> <li>• Plan is to do this in September.</li> </ul> <p>e) CG to draft a summary for the school newsletter.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> <li>• CG asked new Governors to provide 10 lines of text.</li> </ul> <p>f) AD to review the school behaviour policy.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> <li>• This is work in progress for September.</li> </ul> <p>g) AD to review the complaints procedure.</p> <ul style="list-style-type: none"> <li>• Closed.</li> <li>• See agenda item 12.</li> </ul> <p>h) Standards Teaching &amp; Learning Minutes of 12 November 2021 carried forward.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>i) Standards Teaching &amp; Learning Minutes of 11 March 2022 carried forward.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>j) Policies carried forward:</p> <ul style="list-style-type: none"> <li>• Attendance &amp; Punctuality Policy <ul style="list-style-type: none"> <li>○ Closed.</li> </ul> </li> <li>• Complaints Policy <ul style="list-style-type: none"> <li>○ Closed.</li> <li>○ See agenda item 12.</li> </ul> </li> <li>• Critical Incident Policy <ul style="list-style-type: none"> <li>○ Closed.</li> </ul> </li> <li>• Pupil Premium Strategy <ul style="list-style-type: none"> <li>○ Closed.</li> <li>○ See agenda item 12.</li> </ul> </li> <li>• Safeguarding Policy <ul style="list-style-type: none"> <li>○ Closed.</li> </ul> </li> </ul> <p>k) RH Year 1 Phonics report to follow.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul>	<p>RK</p> <p>AD</p> <p>EY</p> <p>CG</p> <p>CG, MH, DM</p> <p>AD</p>
<p><b>11. Minutes of the Committee meetings:</b></p>	

<p>a) Resources Committee – 24 June 2022</p> <ul style="list-style-type: none"> <li>• Noted.</li> <li>• Complaints procedure to FGB.</li> </ul> <p>b) Standards Teaching &amp; Learning – 12 November 2021</p> <ul style="list-style-type: none"> <li>• Noted.</li> </ul> <p>c) Standards Teaching &amp; Learning – 11 March 2022</p> <ul style="list-style-type: none"> <li>• Noted.</li> </ul> <p>d) Standards Teaching &amp; Learning – 29 April 2022</p> <ul style="list-style-type: none"> <li>• Noted.</li> <li>• Presentation at FGB on Forest School <ul style="list-style-type: none"> <li>○ <u>Agenda.</u></li> </ul> </li> <li>• PWB to provide an update on No Learner Left Behind at FGB <ul style="list-style-type: none"> <li>○ <u>Agenda.</u></li> </ul> </li> <li>• Governor Visit Schedule to be updated at FGB. <ul style="list-style-type: none"> <li>○ Closed – Agenda item 7.</li> </ul> </li> <li>• Safeguarding Policy to FGB for adoption. <ul style="list-style-type: none"> <li>○ Closed.</li> </ul> </li> </ul> <p>Update to Resources Committee meeting 7 March 2022 (11b).</p> <ul style="list-style-type: none"> <li>• CG reported that the statement under section 11 b) was not correct.</li> <li>• CG explained how this was inaccurate, that the GB was retracting the statement / claim, and issued an apology on behalf of the GB.</li> <li>• The detail of the budget was available online.</li> </ul>	
<p><b>12. Policies / Documents for Approval:</b></p> <p>a) Complaints Policy</p> <ul style="list-style-type: none"> <li>• The proposed, updated policy was pre-circulated.</li> <li>• 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.</li> <li>• <b><u>In the short term we will remove step 4 and renumber the existing steps.</u></b></li> <li>• <b><u>AD will then review the model policies from the Key / DfE and bring this to the FGB in the autumn.</u></b></li> </ul> <p>b) Pupil Premium Strategy</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> </ul>	<p>AON AD</p>
<p><b>13. Any Other Business as agreed above</b></p> <p>CG thanked AD and the team for everything that they have done in what has been a challenging year.</p> <p>AD thanked the GB for their support.</p>	
<p><b>14. Date and time of next meeting</b></p> <p>a) Saturday 9 July 2022 at 9:30AM</p> <p>b) Tuesday 13 September 2022 at 4:30PM</p> <p>Meeting dates for 2022 / 2023 had been pre-circulated.</p>	