

PERIVALE PRIMARY SCHOOL
A Full Governing Board Meeting was held in School on Tuesday 11 July 2023

MINUTES

<p>Attendees: Gemma Bartlett (GB) Chris Green (CG) Robert Hawkes (RH) Rabiah Khairoun RK) Shabnam Khan-Bhandari (SKB) Dharmic Meggi (DM) Duncan Partridge (DP) Stella Porter (SP) Edmond Yeo (EY)</p> <p>Also in Attendance Lorraine Mackenzie (LM) Roxie Mitchell (RM) Lennie Sarkis (LS) Ruby Shillingford (RS)</p>	<p>Actions</p>
<p>1. Welcome CG pointed out that we had lost 2 Governors this year:</p> <ul style="list-style-type: none"> • Sandip Bhalsod (SB) has stood down as he is relocating to Dubai. SB may return to PPS if he returns to the UK. • Sharine Tyndale (ST) stood down due to other commitments. CG has encouraged ST to return to the PPS GB if things change. 	
<p>2. Apologies for absence Apologies were received from:</p> <ul style="list-style-type: none"> • Sandip Bhalsod (SB) • Matthew Hemsley (MH) <p>No apologies were received from:</p> <ul style="list-style-type: none"> • Christian Franco (CF). 	
<p>3. Authorised / Unauthorised absence The absences for SB and MH were authorised.</p> <p>The absence for CF was not 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. <u>CPD</u></p> <ul style="list-style-type: none"> • All Teachers and some TAs have had Team Teach training. • Responsibility for Individual Education Plan support is being passed back to Teachers. • CG asked about SEND supervision. <ul style="list-style-type: none"> ○ <u>RM to establish the cost.</u> <p><u>Parent Workshops</u></p>	<p>RM</p>

<ul style="list-style-type: none"> Attendance has improved e.g.: <ul style="list-style-type: none"> Early Years c.30. My Body, my Rules c.20. <p><u>Staffing</u></p> <ul style="list-style-type: none"> We are fully staffed for September. <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> 1 Nursery child's EHCP goes to panel tomorrow. We have 1 year 5 child with very complex needs scheduled to join us. <ul style="list-style-type: none"> They have a sibling in year 6. The family accept that he has very complex needs. The child will 1:1 support. Whilst they are technically a year 5 child they cannot be placed in year 5. The LA has agreed Step Funding i.e. funding ahead of any EHCP being agreed. The amount of the Step Funding is not yet known. <ul style="list-style-type: none"> <u>CG asked RM to escalate this to Tamara Quinn / Kim Price.</u> RM has costed the level of support at c. £35K / £36K. RM has told the LA that they will need to help with finding a body. We will be applying for specialist provision once the EHCP has been approved; this takes a minimum of 20 weeks. RM advised that she is regularly pushing / chasing the LA. <ul style="list-style-type: none"> DP stressed that RM has the backing of the GB to be as pushy as necessary. We are seeing a rise in the number of families being placed in temporary accommodation e.g. Travelodge Heathrow. This is due to increasing rents and evictions <ul style="list-style-type: none"> No catering facilities. Have to rely on takeaways. No cleaning. Transport to / from school is a big issue. <ul style="list-style-type: none"> <u>It was proposed that this was escalated to the local MP – James Murray.</u> <ul style="list-style-type: none"> james.murray.mp@parliament.uk The number of Children Looked After has reduced to 2 (3). <ul style="list-style-type: none"> We supported this child's transition. <p><u>Key Stage 1 Results</u></p> <p>Details of the KS1 results were pre-circulated and will be analysed in detail at ST&L on Friday.</p> <ul style="list-style-type: none"> The results in Early Years, KS1, and Year 4 (Multiplication) are much improved. DP asked about moderation in KS1. <ul style="list-style-type: none"> Internal moderation. We were not moderated by the LA. <p><u>Key Stage 2 Results</u></p> <p>The results were only released earlier today and will be analysed in detail at ST&L on Friday.</p> <ul style="list-style-type: none"> 3 pupils will be removed. We will be challenging 9 papers. It is also possible that we will remove 2 children with an EHCP who have 1;1 support. This has been a challenging year group. DP said that it will be helpful to have the variance to National (available for Friday) and variance to Ealing (available in the Autumn term). CG pointed out that despite investing a lot of money on reading last year the results were disappointing: <ul style="list-style-type: none"> Expected 2023: 38% Expected 2022: 52% Variance -14% Writing was moderated by the LA. <ul style="list-style-type: none"> The LA visited twice In preparation for the second visit the children did additional writing. 	<p>RM</p> <p>RM</p>
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<ul style="list-style-type: none"> ▪ With the additional writing the LA confirmed the judgements. • The gap between Pupil Premium and Non Pupil Premium has reduced to 2% / 3%. <p><u>Premises</u></p> <p>RS advised that she has received a quote to change the sign at the gate (removing AD) of £300.</p> <p>a) Curriculum Map</p> <ul style="list-style-type: none"> • The updated curriculum map was pre-circulated. • This covers subjects on a termly basis. • It also covers Nursery through to Year 6. • DP asked LS if he thought that this was useful for both staff and parents. <ul style="list-style-type: none"> ○ Parents – yes. ○ Staff – yes. There is also more detail in subject documents. • DP pointed out that the input for Music and PE was more detailed than other subjects. <ul style="list-style-type: none"> ○ LS will reduce the text in due course. • SP pointed out that MFL is currently taught by an HLTA and from next year will be taught by Teachers. <p>Governors agreed that the curriculum map was significantly better than the previous versions.</p> <p>This was approved for upload to the website in September.</p> <p>b) Update on Website Development</p> <ul style="list-style-type: none"> • We are currently at the 2nd draft stage. • We have streamlined the access. • We are updating the content. • We will have new photographs. <ul style="list-style-type: none"> ○ There will also be a new video. ○ We paid £5K for this pre covid. The company have agreed to honour this. • DP asked if we have checked against the DfE checklist. <ul style="list-style-type: none"> ○ Yes. • DP asked if we have budgeted for the maintenance. <ul style="list-style-type: none"> ○ Yes. • It was suggested that we include photographs of the staff. <p>c) Annual Safeguarding Report</p> <ul style="list-style-type: none"> • The Annual Safeguarding Report (June 2023) was pre-circulated. 	
<p>7. Governance Matters</p> <p>a) Ratification of the appointment of the Interim Headteacher</p> <ul style="list-style-type: none"> • CG advised that SP had been interviewed for the post of Interim Headteacher. • The contract is being prepared. • CG proposed that Governors agreed to the appointment of SP as the Interim Headteacher. • A vote was taken, and SP was appointed unanimously. <p>b) Election of Chair of Governors</p> <ul style="list-style-type: none"> • CG advised that he was moving away from London. • CG said that he would be happy to share the CoG role i.e. Co-Chair of governors. • DP said that he would be happy to share the role with CG. • There were no other nominations. • A vote was taken, CG and DP were elected unanimously as Co-Chairs of Governors. • RH suggested that we should have Terms of Reference for the Co-Chair role. <ul style="list-style-type: none"> ○ <u>RH to find a suitable Terms of Reference.</u> <p>c) Election of Vice Chair of Governors</p> <ul style="list-style-type: none"> • With DP taking on the Co-Chair role we need to identify a new Vice Chair. 	RH

<ul style="list-style-type: none"> • RH said that he would be happy to take on the role. • There were no other nominations. • A vote was taken, and RH was elected unanimously. <p>d) Committee Membership</p> <ul style="list-style-type: none"> • All Governors said that that they were happy to stay on their existing committees. <p>e) Election of Resources Committee Chair</p> <ul style="list-style-type: none"> • <u>It was agreed to defer this to the first committee meeting in the Autumn term.</u> <p>f) Election of Standards, Teaching & Learning Committee Chair</p> <ul style="list-style-type: none"> • <u>As above.</u> <p>g) Meeting Dates 2023 – 2024</p> <ul style="list-style-type: none"> • These were pre-circulated. • FGB – Tuesday at 4:30PM in school. • Committees – Friday at 9:30AM in school. <ul style="list-style-type: none"> • Dates have also been set for the agenda setting meetings. <p>h) Governor Vacancies</p> <ul style="list-style-type: none"> • We currently have 3 x Co-opted Governor vacancies. • All vacancies have been registered with Governors for Schools. <ul style="list-style-type: none"> ○ We have received the details of 2 potential candidates: <ul style="list-style-type: none"> ▪ One with a legal background. ▪ One with previous Governance Experience. <ul style="list-style-type: none"> • Contact details awaited so that DP can arrange to meet them. • DP will also try and identify potential Governors at the Summer Fair on Saturday <ul style="list-style-type: none"> ○ Feedback on Potential Candidates <p>i) Governors with their Term of Office ending this year:</p> <ul style="list-style-type: none"> • Rabiaa Khairoun (Parent) – 30/09/2023 <ul style="list-style-type: none"> ○ <u>RK will consider extending her term of office, potentially as a Co-opted Governor.</u> • Chris Green (Co-opted) – 05/12/2023 <ul style="list-style-type: none"> ○ <u>Carried forward.</u> <p>j) Governor Visit Reports</p> <ul style="list-style-type: none"> • Review of the SCR – RK – 13/06/2023 <ul style="list-style-type: none"> ○ Noted. • Termly Safeguarding Review – RK – 13/06/2023 <ul style="list-style-type: none"> ○ Noted. • LIP Progress Review – DP – 27/03/2023 <ul style="list-style-type: none"> ○ Noted. • Premises – EY – 07/03/2023 <ul style="list-style-type: none"> ○ Noted. • Premises – EY – 10/03/2023 <ul style="list-style-type: none"> ○ Noted. • LIP Priority 4 – RH – 13/06/2023 <ul style="list-style-type: none"> ○ Noted. 	<p>Resources</p> <p>ST&L</p> <p>RK</p> <p>CG</p>
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<p>b) SP / RS to forward the incident report (gas leak) to AON for circulation</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> 	RS
<p>c) CG to ask Kim Price when we are likely to be reviewed again (Finance Audit)</p> <ul style="list-style-type: none"> • Closed. 	
<p>d) DP to follow up with Governors re Governor vacancies</p> <ul style="list-style-type: none"> • Closed. 	
<p>e) All Governors to populate the Governor Visit schedule</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> • Not all Governors have completed. • New schedule to be populated at the first meeting in September. 	Agenda
<p>f) EY to provide his 2 premises visit reports</p> <ul style="list-style-type: none"> • Closed. 	
<p>g) Review of Link Governor Responsibilities</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> • Schedule to be reviewed / updated at the September meeting. 	Agenda
<p>h) All governors to complete KCSIE training</p> <ul style="list-style-type: none"> • Closed. 	
<p>i) FAG to review the Red Flags from the Benchmarking Report</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> 	FAG Group
<p>j) Pupil Premium Strategy / Impact report to be updated</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> • To be reviewed at the ST&L meeting on 14/7. 	Agenda
<p>k) RH to circulate Northamptonshire Guidance on Federation.</p> <ul style="list-style-type: none"> • Closed. 	
<p>l) Governors to further review Federation at the end of year Governor day</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> 	Agenda
<p>m) Curriculum Map to FGB</p> <ul style="list-style-type: none"> • Closed. 	
<p>n) Update on Website Development to FGB</p> <ul style="list-style-type: none"> • Closed. 	
<p>o) Critical Incident Planning Policy to be updated</p> <ul style="list-style-type: none"> • Closed. 	
<p>p) Confirmation required that Ealing school Buy backs have been reviewed</p> <ul style="list-style-type: none"> • Closed. 	
<p>q) Clarification required re Ealing Schools Counselling Partnership</p> <ul style="list-style-type: none"> • Closed. 	
<p>r) Harassment and Bullying Guidelines</p> <ul style="list-style-type: none"> • Closed. 	

<p>s) Pupil Premium Strategy / Impact report</p> <ul style="list-style-type: none"> • Closed – see j) above. <p>t) Catch Up Premium Impact Report to be updated</p> <ul style="list-style-type: none"> • Closed – no longer required. <p>u) Suspension and Exclusion Policy</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>v) Governing Board Standing Orders. (FGB ToR).</p> <ul style="list-style-type: none"> • Closed. 	Agenda
<p>12. Resources Committee Minutes of 05/05/2023 & 23/06/2023 for noting.</p> <ul style="list-style-type: none"> • Noted x 2. <p>a) Audit Report</p> <ul style="list-style-type: none"> • This was reviewed at the finance Action Group. • It was agreed that the initial focus would be on the 5 High Risk areas. • It was also proposed that these be allocated to Governors. 	
<p>13. Standards, Teaching & Learning Minutes for noting.</p> <p>None</p>	
<p>14. Policies / Documents for Approval</p> <p>a) Critical Incident planning Policy to be updated.</p> <ul style="list-style-type: none"> • Approved. <p>b) Exclusion and Suspension of Pupils</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>c) Governing Board Standing Orders</p> <ul style="list-style-type: none"> • Approved. <p>d) Finance Handbook</p> <ul style="list-style-type: none"> • Approved. <p>e) Harassment and Bullying Guidelines</p> <ul style="list-style-type: none"> • Approved. <p>f) Pupil Premium Impact Report</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> • To be discussed at ST&L on 14/7. <p>g) Pupil Premium Strategy</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> • To be discussed at ST&L on 14/7. <p>h) Safeguarding Policy</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>i) Statement of Behaviour Principles</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> 	<p>Agenda</p> <p>Agenda</p> <p>Agenda</p> <p>Agenda</p>
<p>15. Any Other Business as agreed above</p> <p>KCSIE</p>	

<ul style="list-style-type: none"> • <u>Governor training required at the September FGB.</u> • <u>AON to circulate the new KCSIE when finalised.</u> • CG asked if Governor KCSIE training is recorded on the SCR. <ul style="list-style-type: none"> ○ RS will check if this is possible. 	Agenda AON RS
16. Date and time of next meeting Tuesday 19 September 2023 at 4:30PM in school.	

Meeting closed at 18:10