

PERIVALE PRIMARY SCHOOL
MINUTES - Full Governing Board Meeting (held in School) on Tuesday 5 December 2023

<p>Attendees: Chris Green (CG) Co-Chair of Governors - Remote Robert Hawkes (RH) Matthew Hemsley (MH) - Remote Shabnam Khan-Bhandari (SKB) Kenneth Law (KL) Dharmic Meggi (DM) Adam Nazar-Bhandari (ANB) - Remote Duncan Partridge (DP) Co-Chair of Governors Stella Porter (SP) Interim Headteacher Nazir Rasul (NR) Leena Solanki (LS) - Remote</p>	<p>Actions</p>
<p>Introduction to Head Boy and Head Girl</p> <ul style="list-style-type: none"> • Governors met with the Head Boy and Head Girl: <ul style="list-style-type: none"> ○ Head Boy: Tanish Sangani ○ Head Girl: Chelsea Pereira • There is also a Deputy Head Boy and Deputy Head Girl. • They started in role in September. • The selection process was: <ul style="list-style-type: none"> ○ Submit a letter expressing an interest. ○ 6 boys and 6 girls were shortlisted. ○ Interviewed. ○ 3 boys and 3 girls then had to present (PowerPoint) at assembly. ○ Children then cast their votes, with ballot boxes around the school. • Things that they have done so far: <ul style="list-style-type: none"> ○ Interviewed an SMSA. ○ Anti-bullying presentations in classes. ○ World Kindness Day. ○ Involved in Headteacher interviews. <ul style="list-style-type: none"> ▪ Showed potential Headteachers around the school. <ul style="list-style-type: none"> • DP said that they had done a fantastic job. • Things to be done: <ul style="list-style-type: none"> ○ Social Media activity. ○ Support Perivale Parliament. • DP asked if they were pleased that they stood. <ul style="list-style-type: none"> ○ Yes. • They are doing a great job representing the school. 	
<p>1. Welcome In view of the need to deal with the Headteacher recruitment as a priority, the agenda was reorganised.</p> <ul style="list-style-type: none"> • Agenda item was taken 1st. • Agenda items 8, 9, 10, 11, 12, 13, 14, 15, 17 were carried forward. 	
<p>2. Apologies for absence Apologies were received from:</p> <ul style="list-style-type: none"> • Gemma Bartlett (GB) • Christian Franco (CF) • Edmond Yeo (EY) 	
<p>3. Authorised / Unauthorised absence The absences for GB, CF, EY were all authorised.</p>	

4. Declaration of any other business MH: preparation for Ofsted. <ul style="list-style-type: none"> See agenda item 6(d). 	
5. Declaration of interest in any agenda items There were no declarations of interest in any agenda items.	
6. Headteacher's Report <ul style="list-style-type: none"> Noted. a) Link Officer Report (20/11/2023) <ul style="list-style-type: none"> Noted. b) SDP impact of actions to date <ul style="list-style-type: none"> This is currently being worked on. c) Inspection Data Summary Report <ul style="list-style-type: none"> Noted. d) Ofsted in Ealing <ul style="list-style-type: none"> A number of Outstanding Schools in Ealing have recently been inspected. We are next on the list for inspection. SP said that we will probably have an upgraded inspection, influenced by: <ul style="list-style-type: none"> Change of Leadership. Results. DP reminded Governors that AON had recently circulated a number of papers in preparation for Ofsted. <ul style="list-style-type: none"> <u>DP asked Governors to read these as soon as possible.</u> In terms of timescales, based on recent inspections: <ul style="list-style-type: none"> SP will get the call between 9:30AM and 10:45AM on day 1 (Monday, Tuesday or possibly Wednesday). The lead Inspector will want to meet Governors on day 3, probably around 8:30AM. <ul style="list-style-type: none"> As many governors as possible. The feedback session will be PM on day 3 – all Governors are invited. CG, DM, RH met last week to start the Ofsted preparation DM proposed a “5 minute plan” detailing the allocation of responsibilities when we get the call. e) English Hub Report x2 <ul style="list-style-type: none"> Noted. f) SEF <ul style="list-style-type: none"> Noted. 	All
7. SBM Update a) Business Plan	<u>Carried forward</u>
8. Governance Matters a) Governor Visit Reports <ul style="list-style-type: none"> English: SKB Pupil Premium: MH / RH Safeguarding: CG SEN: DM / NR 	<u>Carried forward</u>

9. Agree the minutes of the Full Governing Board Meeting on 19/09/2023	<u>Carried forward</u>
10. Matters arising from the Full Governing Board Meeting on 19/09/2023 a) AON to circulate KCSIE. b) All Governors to confirm that they have read part 1. c) RM to arrange Child Protection training. d) RH to check that the GB is doing everything re KCSIE. e) SP to apply for a licenced deficit at the meeting with the LA in October. f) SP to prepare for the October LA meeting with RS. g) Action plan to be agreed at Resources meeting on 6 October. h) AON to follow up with CG, MH, EY re Business Interest Forms. i) Resources Vice Committee Chair to be elected. j) ST&L Vice Committee Chair to be elected. k) AON to prepare the paperwork for the Parent Governor election. l) AON to submit the IOG for sealing. m) AON to prepare the paperwork for re-election of CG. n) Marketing Plan carried forward. o) FAG to review the red flags from the benchmarking report. p) Governors to further review Federation. q) ST&L Minutes of 14/07/2023 carried forward. r) AON to update the ToR for Co-Chair of Governors.	<u>Carried forward</u>
11. Standards, Teaching & Learning Minutes of 14/07/2023 for noting.	<u>Carried forward</u>
12. Standards, Teaching & Learning Minutes of 20/10/2023 for noting.	<u>Carried forward</u>
13. Standards, Teaching & Learning minutes of 01/12/2023 for noting.	<u>Carried forward</u>
14. Resources Minutes of 06/10/2023 for noting.	<u>Carried forward</u>
15. Resources Minutes of 29/11/2023 for noting. a) Minutes – Finance Action Group 10/11/2023	<u>Carried forward</u>
16. Policies / Documents for Approval a) Attendance and punctuality policy • Approved. b) SMSC Policy • Approved. • There were no major changes. c) Statement of Behaviour Principles • Approved. d) Terms of Reference Finance Action Group • Approved. e) Terms of Reference: Pay Committee • Approved. f) Terms of Reference: Resources • Approved. g) Terms of Reference: Standards Teaching and Learning • Approved.	
17. Any Other Business as agreed above	

There were no items of other business.	
18. Headteacher Recruitment See separate confidential minutes.	
19. Date and time of next meeting Additional meeting to be arranged for early January to address the items that were carried forward. <ul style="list-style-type: none"> • The meeting will be held via Zoom. • <u>AON to arrange.</u> Tuesday 19 March 2024 at 4:30PM	AON

Meeting closed at 18:15