

Wood End Infant School Governing Body

Full Governing Body Minutes

Tuesday 21 June 2016 at 6PM

	<p>Attendees: Sally Abel Latif (SAL) Lara Al-Jarcheh (LAJ) John Arhin (JA) Janet Bettaccini (JB) Madhu Bhachu (MB) Said Binani (SB) Jaber Jabbour (JJ) Matt Jeatt (MJ) Samina Masud (SM) Lucy Rodgers (LR) Jamila Bibi Sarwar (JBS)</p> <p>Also in attendance Sharon? (S?)</p>	<p>Actions:</p>
<p>1</p>	<p>Welcome LR introduced S?, our new DHT.</p> <ul style="list-style-type: none"> • MJ opened by asking everyone introduce themselves. • S? Advised that she has worked at WEIS previously; approximately 14 years ago as an NQT. From WEIS S? Moved to Oldfield and then to Roxbourne Primary as a DHT. • MB advised that S? has agreed to go forward as a SLE (Senior Leader in Education). • <u>MB will provide S? with the Governing Body meeting dates for 2016 - 2017.</u> • MJ asked S? what support she needed from the Governing Body. <ul style="list-style-type: none"> ○ At this stage we have set up some introductory meetings. <p>MJ stressed the importance of Governors making every effort to attend meetings on time.</p>	<p>MB</p>
<p>2</p>	<p>Apologies for absence Apologies were received from: Thanu Kurien (TK) Lesley Tucker Douglas (LTD)</p>	
<p>3</p>	<p>Authorised / Unauthorised absence The apologies for TK and LTD were both authorised.</p>	
<p>4</p>	<p>Declaration of Any Other Business LR: Staffing LR: Fred Varley JB: Ealing Grid for Learning</p>	
<p>5</p>	<p>Declaration of Interest in Any Agenda Items There were no declarations of interest in any agenda items.</p>	
<p>6</p>	<p>Headteacher's Report</p>	

The Headteacher's Report was pre circulated.

- Team Wood End has had another successful year.
 - The recent external review rated us Outstanding.
 - The Inspector commented that the Headteachers Report was a good format with i from across the school.
 - Phonics
 - Assuming the pass mark remains at 32, 80% of pupils in year 1 have passed, this compares to 67% last year when we were 6% below National.
 - Interventions have worked.
 - Early Years
 - Provisional End of FS results were circulated at the meeting.
 - KS1
 - At this stage this is based on provisional local data - this was circulated at the meeting.
 - LR pointed out that we do not know what this means as there is no National data.
 - LR added that she is completely sure that children have made better than expected progress.
 - MB reminded the committee that we had no framework at the beginning of the year and what we now have will change again next year.
 - LR assured the committee that MB will be keeping evidence for Ofsted on how we judge.
 - MB pointed out that our children are good writers.
 - LR advised the committee that this year's cohort is not as strong as last years.
 - There are several children with significant needs.
 - MJ pointed out that with 50% of our White British children having SEND requirements this is a very high proportion.
 - MJ went on to ask if there were any other groups with a similar split.
 - MB stressed that we are very thorough in our Assessment.
 - JJ asked how we know that other schools are not taking the easy option.
 - There is Local Authority wide moderation.
 - MJ pointed out that when we set the targets last year we did not know about the world that we were setting targets for.
 - MB circulated an example of what children are expected to be doing in reading.
 - MJ pointed out that Governors may not be aware of the number of discussions with LR and MB about our pupils with SEND requirements.
 - JB added that WEIS identifies SEND earlier than other schools.
 - MJ added that the issue for us is that we do the work and the next school gets funding.
 - LAJ said that Pupil Voice is the best part - children were picked with EHCP's to demonstrate progress / impact.
 - LR stressed that we need to keep a focus on attendance for vulnerable groups.
 - We may need to review our attendance incentives.
- a) Feedback from the External Review
- LR stated that the report confirms that the school is in a very strong position.
 - MJ added that the Headteacher's Report works very well for us.

7	<p>Agree the Minutes of the Full Governing Body meeting on 27 April 2016 These were agreed as a true and accurate record of the meeting and were signed by MJ.</p>	
8	<p>Matters arising from the Full Governing Body meeting on 27 April 2016</p> <p>a) A summary of what has been achieved at each meeting to be a standing agenda item.</p> <ul style="list-style-type: none"> • Closed - see agenda item 14. <p>b) Probing questions that Governors might ask at each meeting.</p> <ul style="list-style-type: none"> • Closed. • MJ stated that Governors need to focus on the information that we should have. <ul style="list-style-type: none"> ○ Governors need to know the key priorities. <ul style="list-style-type: none"> ▪ Are we meeting them. ▪ Why are we not meeting them. • JB referenced the amount of detailed information that is available from “The Key”. <ul style="list-style-type: none"> ○ Only MJ and JB have registered to use The Key. ○ <u>AON to resend the access instructions.</u> • MJ stressed that Ofsted are looking to ensure that Governors do not only know what they have been told by the Leadership Team but also what they have gathered from visits etc. <ul style="list-style-type: none"> ○ LR and MJ referenced a document (ICE) that Governors can use to establish what they know and more importantly where the gaps are. ○ <u>LR or MJ to send the document to AON for circulation to Governors.</u> • MJ suggested that the ideal way forward would be for Governors to sit around the table and agree the answers. <ul style="list-style-type: none"> ○ <u>AON / MJ to pull together a document based on ICE / The Key</u> ○ <u>MJ / LR to try and arrange a workshop on either 4 or 5 July before 11AM to work through the “WEIS” document.</u> ○ <u>A follow up session is then to be arranged for after 7 July.</u> • <u>MJ will also check if we have access to the NGA.</u> • This will also be addressed as part of Anne Drakeford’s assessment of Governance on 7 July - it was pointed out that this may be EID. <ul style="list-style-type: none"> ○ The meeting is scheduled for 10AM and MJ, SAL, JA, SM and JB said that they can attend. ○ It was pointed out that AD will be rating / judging us and will be feeding back to the LA. <p>c) New Governors to sign up for “Getting to Grips with Governance” Course.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> • <u>AON to circulate details of Ealing CPD online.</u> <p>d) JP to ask PM about JBS volunteering to help with a gardening club.</p> <ul style="list-style-type: none"> • Closed • We will not be running a gardening club. • JB advised that her Rotary Club was looking for a school to work with on their Purple Crocuses project which is linked to End Polio Now. • The aim is to raise awareness of Polio eradication and there will be no cost to the school. • Rotary will provide the crocuses and also help to plant them. • This was agreed. 	<p>AON</p> <p>LR / MJ - AON</p> <p>AON / MJ MJ / LR</p> <p>MJ / LR MJ</p> <p>LAJ, SB, JJ, SM, TK AON</p>

	<p>e) JB to escalate issues with Social Care to Councillor Binda Rai.</p> <ul style="list-style-type: none"> • Closed. <p>f) LR to advise JJ of the 2014 - 2015 attendance figure.</p> <ul style="list-style-type: none"> • Closed - this is covered in the Headteacher's Report. <p>g) LR / JP to add the date when the H&S Policy was updated to the Safeguarding Audit.</p> <ul style="list-style-type: none"> • Closed. <p>h) LR to seek advice from the LA re accessibility (ramps).</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>i) MJ to write to JT on her retirement.</p> <ul style="list-style-type: none"> • Closed. • An assembly was held to mark JT's retirement - JT had a good send off. <p>j) AON to circulate the 2016 - 2017 meeting dates.</p> <ul style="list-style-type: none"> • Closed. 	LR
9	<p>Minutes of the Resources Committee on 6 June 2016 for noting</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> 	Agenda
10	<p>Feedback from the Teaching and Learning Committee on 21 June 2016</p> <p>JB provided a verbal update as the meeting had been held earlier today.</p> <ul style="list-style-type: none"> • LR / MB provided an update on the following topics which were all taken from the SDP: <ul style="list-style-type: none"> ○ Update on Developmental Marking ○ Feedback on the External Review ○ Feedback on Year 2 tests ○ Feedback on Year 1 Phonics ○ Has Continuous Cursive writing improved writing across the school? ○ Are NQTs and RQTs secure in their teaching? ○ Current quality of teaching • SM attended the Ealing Governor Conference. • JB attended Safer Recruitment Training yesterday. • <u>Minutes to follow.</u> 	Agenda
11	<p>Policies / Documents for Approval</p> <p>All Policies / Documents were pre circulated.</p> <p>a) Best Value Statement</p> <ul style="list-style-type: none"> • Adopted. <p>b) Capability Policy</p> <ul style="list-style-type: none"> • Adopted. <p>c) Child Protection Policy</p> <ul style="list-style-type: none"> • Adopted. • <u>MJ stressed that this is required reading for all Governors.</u> <p>d) Early Years Foundation Stage Policy</p> <ul style="list-style-type: none"> • Adopted. 	All

	<p>e) Emergency Management and Business Continuity Policy</p> <ul style="list-style-type: none"> • Adopted subject to the following changes: <ul style="list-style-type: none"> ○ Adding SB as the Health and Safety Link Governor ○ <u>JJ asked LR to change the ordering.</u> <p>f) Teachers Appraisal Policy</p> <ul style="list-style-type: none"> • Adopted. • SB queried the final item on page 7 and it was agreed that this should be changed to reflect that the Headteachers report will not comment on individuals but will include generic comments on groups. <p>g) Teachers Pay Policy</p> <ul style="list-style-type: none"> • Adopted. 	LR
12	<p>Governor Visits</p> <p>SB and LTD undertook a Health and Safety visit.</p> <ul style="list-style-type: none"> • The report has been circulated. • MJ observed that the report was very comprehensive. • JB added that the report was superb. • JB asked about Fire wardens. <ul style="list-style-type: none"> ○ LR advised that 2 staff attended training which was “awful”. ○ We provided feedback and received an apology. <p>The following visits are planned:</p> <ul style="list-style-type: none"> • LTD: JP re resources. • LTD: Summer fair. • LTD: Leavers Assembly. • LAJ: Leavers Assembly. • MJ: Meetings with MB. • Various Governors: 7 July session with Anne Drakeford. • JB: Prevent Training. • JB: SG re Safeguarding. 	
13	<p>Any Other Business as agreed above.</p> <p><u>Staffing</u></p> <ul style="list-style-type: none"> • Deborah Squire has been with us for 11 years and is currently AHT for Early Years. DS is moving to an AHT post in a Primary School. • Monika Kopek (TA) is leaving us to go travelling for a year. • Joanne Samuels who has been with us for 2 years is relocating to Dubai. • We have no vacancies to fill for September. • We have recruited: <ul style="list-style-type: none"> ○ 3 x Teachers ○ As mentioned earlier A DHT has been recruited for 1 year to cover for MB. • MB advised that we will be reintroducing the aspiring leaders program next year. <p><u>Fred Varley</u></p> <ul style="list-style-type: none"> • LR advised that she had attended Fred Varley’s funeral along with 2 ex Governors and an ex Clerk. • FV had been a Governor at Wood End for at least 16 years. • FV was a person focused on supporting his local community. • There will be a feature in the next newsletter. 	

	<p><u>Charities to be supported in 2016 / 2017</u></p> <ul style="list-style-type: none"> • LR explained the approach being taken by pupils to select the charities to be supported in 2016 / 2017. • An example ballot paper was circulated and Governors were given the opportunity to vote. <p><u>Changes to the Deeds</u></p> <ul style="list-style-type: none"> • LR advised that the changes to the deeds have been scrutinised by the LA. • The changes to the deeds were agreed. • <u>LR to establish who needs to sign the amendments.</u> <p><u>School Newsletter</u></p> <ul style="list-style-type: none"> • <u>JB reminded LR that the Governing Body needs a slot in the next newsletter.</u> <p><u>Parent Complaint</u></p> <ul style="list-style-type: none"> • MJ provided a brief update on a recent parent complaint. • MJ, JJ and JB sat on the panel. • The complaint came via a legal representative and therefore went straight to a formal complaint. • MJ thanked JJ and JB for agreeing to sit on the panel and for their input to a very thorough review of the complaint. <p>In closing MJ took the opportunity on behalf of the Governing Body to thank LR for the way that she had improved / transformed the school beyond belief.</p> <p>We have seen some extraordinary results and the relationships with parents have changed significantly.</p> <p>MJ acknowledge that there will be a big change in September as LR will be a hard act to follow.</p> <p>Finally “you leave us in a very strong position”.</p> <p>LR thanked MJ and the whole Governing body for their support and added that she could not have done this without the support of MB.</p>	<p>LR</p> <p>LR</p>
14	<p>What have we achieved at this meeting (Standing agenda item)</p> <ul style="list-style-type: none"> • The Governing Body took the opportunity to have a very early meeting with the new DHT. • All policies have now been reviewed and approved ahead of the new Headteacher taking up post in September. 	
15	<p>Date and Time of the next meeting Monday 26 September 2016 at 6PM</p>	