

# Governing Board of Wood End Infant School

**FGB Spring Term (1) 2018-2019**

**OPEN Minutes 28 January 2019**

## **Attendees**

Lara Al-Jarcheh (LAJ)  
Madhu Bhachu (MB)  
Andrew Hamilton (AH)  
Jay Hirani (JH)  
Councillor Amarjit Jammu (AJ)  
Matt Jeatt (MJ)  
Sandra Lavender (SL)  
Beth Parker (BP)  
Lesley Tucker Douglas (LTD)

## **Also in attendance:**

Jackie Pusey (JP)  
Harry James (HJ)

## **Apologies**

N/A – all Governors were in attendance.

## **Janet Bettaccini**

MJ updated Governors.

- Janet passed away on 23 December.
- MB was in contact with the family throughout.
- The passing of Janet will be a massive loss to the School.
- There was good representation at the funeral last week.
- Janet was devoted to reading with our children.
- MJ will be making a donation, on behalf of the Governing Body to Janet's chosen charity; Shelterbox.
- **MJ asked Governor's for ideas of how we can mark Janet's time as a Governor at WEIS.**

## **Declaration of Interest in any Agenda Items**

There were no declarations of interest in any agenda items.

MJ said that he would be asking AJ and LTD to leave at item 11 in view of their involvement with Greenwood Primary school.

- LTD stated that she was vexed about being asked to leave and did not agree that she should be asked to leave at item 11 due to the fact that she is the Clerk to Governing Body at Greenwood.

Later in the meeting MJ asked LTD and AJ to leave the meeting while he discussed the situation with the other Governors.

- It was agreed that the relationship with Greenwood was different for AJ and LTD.
  - AJ has a Governor relationship and therefore a possible conflict.
  - LTD has a professional relationship.
- MJ then spoke with AJ and LTD to explain the decision i.e. that AJ would be asked to leave the meeting and LTD would be asked to return to the meeting.

# Governing Board of Wood End Infant School

## Notification of Any Other Business

### Consultation – Reduction in Pupil Admission Number for 2020/2021

JP advised that the LA had consulted on the proposed arrangements and that there had only been one response.

- Governors noted that no further action was required in respect of the consultation.
- MJ proposed that we now formally notify the LA that we intend to reduce the PAN for 2020/2021 to 60.
- We are already staffed as a 2-form entry school.
- A number of other schools in Ealing are doing similar things.
- **Governors agreed to formally determine the PAN for 2020/2021 as 60.**
- MJ then pointed out that when we agreed to reduce the PAN from 120 to 90 following discussion in both the Resources and T&L committees and FGB ratification in November 2017, we did not fully complete the process and failed to amend the School's Admissions Policy when it was reviewed and adopted by the FGB on 12<sup>th</sup> March 2018, as a consequence our PAN is currently still recorded as 120.
- **JP will now revert to the adjudicator with a copy of these minutes, confirming:**
  - A reduction in the PAN from 120 to 60 from September 2020.
- AJ asked if there were any staffing implications?
  - No, we have already managed the reductions.
- AJ then asked if there would be empty classrooms?
  - MB confirmed that there would not be as we are already utilizing the extra rooms for e.g. Library, Music Room etc.
- MJ pointed out that at the last meeting with the LA they observed that we have responded to the issues faster and in a more robust way than other schools.
- MJ added that shortly after we went from 3 Form to 4 Form pupil numbers started declining.

### Schools Financial Value Standard (SFVS) Return

The completed SFVS return has to be submitted to the LA by end March.

- AON clarified that the SFVS return needs to be completed by the School and then reviewed / approved by the Governing Body.
- **JP to complete the SFVS Return.**
- **JH / AH to review the completed return.**
- **AON to send the Governor part of the return to the Finance Governors for completion.**

### Inclusion Lead

MJ advised that for the time being he would be taking the Inclusion Lead with BP.

### Governing Board Membership

AON confirmed that he had advised Governance Unit of the death of JB.

We currently have 5 vacancies:

- 1 x Parent Governor
- 1 x Staff Governor
- 1 x Co-opted Governor
- 2 x Partnership Governors

MB advised that staff are asking about the Staff Governor vacancy.

- It was agreed that it was best not to fill this at present.

MB also advised back in September parents were asking what was happening about the Parent Governor Vacancy.

- After some discussion it was agreed to initially invite expressions of interest from parents.
- **AON to draft letter / proforma.**

# Governing Board of Wood End Infant School

## Minutes of the FGB Meeting on 19 November 2018 for approval

These were agreed as a true and accurate record of the meeting and were signed by MJ.

- It was noted that LTD had left the meeting and returned at 18:30.

## Matters arising from the minutes of 19 November 2018

Code of Practice for Governors to be agreed.

- Closed.
- It was agreed to adopt the NGA code of Practice.

Code of Practice to be signed by all governors.

- Carried forward.
- **AON to send the NGA Code of Practice to all Governors.**
- **All Governors to complete and return to AON.**

Parent Survey to be reviewed at FGB.

- **Carried forward to the March meeting.**

Presentation on the ALP class at the Autumn meeting.

- **Carried forward to the March Meeting.**

MJ to provide a template for Governor Visit Reports.

- It was agreed that we would use the existing template.
- **AON to circulate the template to all Governors.**

## Report of the Pay Panel Meeting

LTD provided a verbal update.

- The Pay Panel was made up of LTD, MJ and BP.
- There was a long discussion about the Headteacher's recommendations which included elements of retention.
- All decisions have been actioned.
  - LTD pointed out that there were only 9 recommendations for consideration compared to 16 last year – a result of our reduced staffing.
- It was also agreed to implement the National Pay award in full.

## Report – Headteacher Performance Management

LTD also provided a verbal update.

- The Headteacher Performance Management Panel was made up of LTD, MJ and BP (by phone).
- It was agreed that all targets had been met.
- Future objectives were agreed.

## Governor Visit Reports

LTD has completed a Safeguarding Visit.

- **Report to follow.**

LTD will be undertaking a Safeguarding Audit next.

- **AH will provide LTD with a template for the Safeguarding Audit.**

SL has completed a Standards Visit.

- The visit report was pre-circulated.
- There was some concern about disadvantaged children although interventions are in place.

# Governing Board of Wood End Infant School

## **Visits to be completed by 11 March:**

- SL / BP – Standards.
- MJ / BP – Inclusion.
- LTD/LAJ - Safeguarding Audit.
- MB/LTD - Health & Safety Audit

## **Headteacher's Report**

MB provided a verbal update:

- CPOMS is now fully in use.
  - The initial data will now be analysed by the SLT.
- There are currently 7 open cases with Social Services.
- We have 23 “vulnerable” children.
- We have 1 Looked After Child (LAC) in year 2.
- Autumn Term (2) headline data was circulated at the meeting.
- Quality of Teaching is 100% Good or better.
  - MB stated that there are some consistency issues to be addressed.
  - AH suggested that it was more about uniformity than consistency.
- We will be undertaking Lesson Observations this week.
- Feedback from our cluster review in November was good.
- 2 teachers have been on curriculum training for the new Ofsted framework.
- The team are now more confident in talking about the curriculum.
- 1 child is currently attending 1 hour per day – they need specialist provision.
  - We are pushing the LA to provide the appropriate provision; it is hoped that this will be resolved shortly. MB has also met with the LA SEND team about this.
  - AJ asked if this child has an EHCP
    - Yes.
- Behaviour at lunchtimes is good and we now have one designated SMSA to handle issues at lunchtime. They are easily identified in a high vis jacket:
  - They are very experienced.
  - They log all issues.
- Persistent Absence is 7.5% which is below National and **exceeds our target linked to Ofsted priority.**
  - SL reviewed this in detail.
- School to School Support.
  - The caretaker is supporting Oldfield Primary sharing his knowledge and procedures as he has demonstrated exemplary practice in H&S.
  - We are supporting Hobbayne’s Early Years following our recent Cluster Review stating that our EYFS is excellent and practice is at a level to be shared. **Ofsted priority 4 achieved.**
- MB attended the recent Headteacher Conference.
- We will be attending the SENCO conference tomorrow.
- Premises
  - The LA have agreed to replace the concrete fence at the front of the school. Work will start at half term and will take 2 weeks.
  - There are issues with the Kitchen Extractor Fan which are currently being investigated.
  - Holes in the corridor floors have been fixed.
  - AJ pointed out that the 3 local property developers are happy to work with local schools.
- MB proposed that we organise an external review in spring 2.
  - The review would cover Teaching & Learning and SEND.
  - **THIS WAS AGREED.**

# Governing Board of Wood End Infant School

## **Post Ofsted Progress**

MJ suggested that we could ask Ofsted to come early.

- MJ however added that from a Governance perspective we are not ready.
  - We are on the road, although we still have work to do.
  - AH pointed out that he did not see this Governing Board as RI.
- AH suggested that there would be a lot of positives.
- HJ said that we need to give ourselves time as we are not showing impact yet.

## **Individual Governor Tasks**

**JH: Will summarise the 4 options referenced earlier and circulate these to Governors for comments.**

MJ proposed the **establishment of a Governance Task & Finish Group** to review the current model and the external advice which has been offered.

- Membership: JH, HJ, MB, MJ

**MB / JP need to start preparing the 2019 / 2010 budget** with support from Governors.

- Membership: JH, BP, MB, JP, AH

## **Review of the Meeting**

**AON to circulate a proforma for completion.**

## **Date & Time of Next Meeting.**

Monday 25 March 2019 at 16:30f