

Governing Board of Wood End Infant School

FGB Autumn Term (2) 2018-2019

Minutes 19 November 2018

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:

Sharon Letch (SL)

Apologies

Apologies were received on behalf of Janet Bettaccini (JB).

- The absence for JB was authorised.

Governing Board Membership

MJ welcomed AH and AJ to their first meeting of the Governing Board.

- AH is a Finance Consultant working with Ealing Schools.
 - AH led our Finance Support meeting.
- AJ is a Local Councillor.
- AJ is also a Governor at Greenwood, and the lead on Community there.

MJ then asked everyone to introduce themselves.

Declaration of Interest in any Agenda Items

There were no declarations of interest in any agenda items.

Minutes of the FGB Meeting on 17 July 2018 for approval

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

Matters arising from the minutes of 17 July 2018

AON to prepare the welcome pack for AH.

- Closed.

AON to update LA records re JB and MJ.

- Closed.

MJ / MB to follow up with AJ.

- Closed.

MJ to forward the exemplars from the Review of Governance to AON to add to the Governor Room.

- Closed.

AON to set up separate folders in the Governor Room.

- Closed.

AON to register the new Governors for EGFL.

- Closed.

Code of Practice for Governors to be agreed.

- **Carried forward.**

Code of Practice to be signed by all governors.

- **Carried forward.**

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MB to approach Therese McNulty re the September Strategy Meeting.

- Closed.

AON / MB to propose a date for the additional September meeting.

- Closed.

Parent Survey to be reviewed at FGB.

- **Carried forward.**

Presentation on the ALP class at the Autumn meeting.

- **Carried forward.**

MB to arrange for JB and SL to have access to ASP data for Early Years.

- Closed.

Designated Governor for GDPR to be identified.

- Closed.

MJ to write to Sharon Gorrie.

- Closed.

Financial Administration Policy to be updated.

- Closed.

Primary Focus: Governing Board Development

MJ provided an update:

- MJ reminded Governors that we will now be working as an FGB without committees.
- Harry James (HJ) has made various recommendations about our plans.
 - MJ met with HJ last week.
- Sub Committees were not working for us.
- We need to upskill the Governing Board.
- We now have transparency with everyone aware of everything.
- We will have Task & Finish Groups.
- HJ asked for the rationale as to why we were moving to FGB only; no committees.
 - Committees were not working for us.
 - We will pilot for this academic year initially.
 - We will review at the end of the academic year.

Appointment of Vice Chair of Governors.

MJ pointed out that JB had been saying for some time that she wanted to stand down.

MJ proposed that we move to Co-Vice Chairs.

Governors agreed to appoint BP and JH as Co-Vice Chairs.

Meeting Dates

AJ pointed out that her Labour group meetings were on Monday evenings.

- Mondays were fine for other Governors.
- It was agreed that meetings would start at 4:30PM in future.
- The following dates were agreed:
 - Monday 28 January 2019
 - Focus on Attainment & Progress, including Quality of Teaching.
 - Monday 25 March 2019
 - Thursday 2 May 2019
 - MJ reminded Governors that approval of the budget cannot be delegated.
 - Monday 15 July 2019
 - There will be a further GB review this half term.
 - This will include a review with individual Governors.
 - The inclusion review will include the Curriculum and Disadvantaged.
- SL asked if data will be available for the above meetings?
 - Yes.

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Governor Roles

MJ proposed that rather than individuals linked to each area that we have "Governor Pairings". The agreed pairings are:

- Safeguarding
 - LAJ & LTD.
- Finance (SDP Key Priority 1)
 - AH & JH
- Inclusion (SDP key Priority 2)
 - JB & BP.
- Standards (SDP Key Priority 2)
 - SL & BP.
- Leadership (SDP Key Priority 3)
 - MJ, BP & JH.
- Community (SDP Key Priority 4)
 - AJ
 - We need to develop linkages with the local community; School, Children, Staff, Wider Community.
 - AJ suggested Twitter, Facebook links etc.
- GDPR
 - MJ & Judicium.

Terms of Reference for Individuals or Monitoring Pairs.

The draft Terms of Reference were pre-circulated.

These were **agreed** subject updating the Governor pairings (page 2).

Terms of Reference / Standing Orders

The draft FGB Terms of Reference and Standing Orders were pre-circulated.

- MJ pointed out that these have been reduced from 36 pages.

MJ stressed:

- Governors need to be in School.
- Governors need to inform themselves.

These were **agreed** subject to changes to page 7 to reflect the above Governor Roles.

Governor Panels

We will need to establish panels (Pay, Headteacher Appraisal, Hearings, Exclusions etc.) and membership for panels will be agreed as required.

Governor Visits

All visits need to be agreed with the Headteacher and the lead member of staff.

- Following a visit Governors must complete a report.
- **A report template will be provided - MJ**

LTD has undertaken a Safeguarding Visit and at the same time reviewed the Single Central Record.

Securing Good Programme

The Autumn term Report was pre-circulated.

- MJ and MB have had multiple meetings with the Local Authority.

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ELP Peer Review

The report was pre-circulated.

- We received positive feedback across all areas.

Teaching and learning were judged to be 77% Good.

- The reduction was due to new staff who joined in September.

It was pointed out that there was a need for more consistency.

- MJ observed that with less classes it was now more obvious if things are not consistent.

Pupil Premium Report

The report which was pre-circulated points out that we need to provide more evidence of impact e.g.

- Children could not sit still and now they can.
- X% of children could not hold the pencil correctly, Y% now can.

Governing Body Meetings

MJ stressed that ALL Governors need to ask questions.

- Governors should either come to meetings with prepared questions or frame questions at the meetings.

Pupil Exclusions

MB explained that there had been one 5-day Fixed Term Exclusion for persistent breaches of the behavior policy. MB added that these issues had been going on for over a year.

- At the annual review it was agreed that a Special School would be more appropriate for this child.

This child currently has 2:1 support.

MJ advised that he is always advised of any exclusions.

Pupil Attendance

Attendance is currently 96%.

We currently have 10 persistent absentees.

- We are undertaking home visits.
- We are working with parents.

We have looked at how absence can be coded e.g. if a child cannot attend school for a medical reason.

Term Dates 2019 – 2020

The proposed term dates for 2019 – 2020 were pre-circulated.

- MB confirmed that these aligned with the Academy.

LTD asked about arrangements for any clash with EID / Diwali.

- These fall outside of School-time in 2019.

Meeting Closed at 18:55.