

# Allfarthing Primary School

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## Meeting of the Full Governing Body 27 November 2018, 18:30

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### Minutes – Part A

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#### Present:

Andrew Bacon	AB	Local Authority (LA) Governor (Chair)
Tom Holmes	TH	Headteacher
Anna Mulcahy	AM	Co-opted Governor
Alex Priestly	AP	Co-opted Governor
Nidhi Sharma	NS	Co-opted Governor
Lorraine Wait	RT	Co-opted Governor
James Heale	MOD	Co-opted Governor
Rachel Amankwa	RA	Parent Governor
Matt Newman	MN	Parent Governor
Adam Kelly	AK	Parent Governor
Alison Olmi	AO	Parent Governor
Tom Walton-Gould	TWG	Staff Governor
Nicola Robson	NR	Associate Governor

#### In attendance:

James Francis	JF	Observer
Helen Watts	HW	Clerk

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*The meeting opened at 18:30*

#### 1. Apologies for absence

Apologies were accepted from Alison Olmi (AO) (Parent governor), Nidhi Sharma (NS) (Co-opted governor) and Robert Cachia (Observer).

#### 2. Declarations of Interest and Register of Business Interests

There were no declarations of interest. All governors present **signed** Business Interest Forms for 2018/19. All forms were returned to the SBM for filing at the school.

<p><b>Action:</b> SBM to send out copies of the Business Declaration Form to AO, NS and RC as soon as possible to complete and return to the school.</p>
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#### 3. Governing Body administration

3.1 Changes to governing board membership. Governors **voted unanimously** for James Francis and Robert Cachia to join the Board as Associate members. The Chair on behalf of the Board warmly welcomed both members. This is JFs first official FGB meeting as an Associate member. The Board also **unanimously agreed** AB's new term of office as Local Authority Governor.

Governors noted at this point that NS's term of office as Co-Opted Governor is due to end on 18/3/19. AB to speak to NS about whether she would like to continue as a Co-Opted Governor.

As AO and AK's term of office as parent governors end on 18/6/19, the HT told governors that he is happy to hold a parent election at the beginning of the summer term 2019.

The Clerk told governors that she will send any useful information about holding a parent election to the HT and SBM.

**Action:** AB to speak to NS about whether she would like to continue as a Co-Opted Governor.  
**Action:** The HT and school to hold a parent election at the beginning of the summer term for two parent governors.  
**Action:** Clerk to send any information relating to parent governor elections to the HT and SBM.

### 3.2 Election of Vice-Chair

AK was **unanimously voted** in as Vice-Chair for one year. The Chair reminded governors that his term as Chair ends at the end of the academic year. He therefore asked governors to seriously think about standing as Chair from September 2019.

**Action:** Governors to think about standing as Chair or Vice-Chair to start September 2019 and talk to AB if they have any questions.

### 3.3 Terms of Reference for Committees and Committee Minutes

Curriculum – RW to update the Terms of Reference to ensure that all statutory policies are included and amend the date to 2018/19.

Finance and Premises – AP to amend the date to 2018/19 and to check with the SBM that all statutory policies for the committee are included in the terms of reference.

Children, Families and Community – AO to update the Terms of Reference to ensure that all statutory policies are included and amend the date to 2018/19.

Staffing – LW to send final version out for the Spring FGB meeting

The Chair reminded governors responsible for minute taking at the committee meetings to include a list of action points in the minutes. He also asked governors to ensure that any decisions or policies that are agreed are made clear in the minutes.

**Action:** Committee Chairs to update the Terms of Reference for their committees by the Spring FGB meeting as highlighted above.

**Action:** Governors to include a list of action points in committee minutes.

**Action:** Governors to highlight any policies or decisions as agreed in the minutes.

### 3.4 Changes to Link Governors

Governors reviewed and updated the GB Membership List. The list was **approved** by governors. The Chair reminded the school that this information should be posted on the school's website. AK **agreed** to be the Website Link Governor for governor related material.

**Action:** On behalf of the Chair, Clerk to send the updated GB Membership List to the SBM for uploading on the website. AK to liaise and follow up with the SBM to ensure that the document is posted.

### 3.5 DBS clearances

**Action:** SBM to confirm that all DBS checks are up to date. SBM to action the DBS checks for JF and RC as Associate members.

### 3.6 Annual Governor Workplan

LW confirmed that the Annual Governor Workplan 2018/19 has been circulated to governors for comments. The workplan was **approved**. A final copy should be sent to the SBM for filing.

**Action:** LW to send final Annual Governor Workplan to the SMB for filing (both soft and hard copy).

### 3.7 Policy Review Schedule

The policy review schedule is included in the Annual Governor Workplan.

### 3.8 Instrument of Government

Governors **reviewed** the Instrument of Government.

## **4. Minutes of the previous meeting held on 11 July 2018 and matters arising**

The minutes of the meeting held on 11 July 2018 were **approved** as an accurate record of the meeting and signed by AB. The minutes were given to the HT for filing at the school.

Governors noted an update on actions as follows:

Action 4.6 – As RT has now left the Board, Clerk to send SBM the 2017/18 Annual Governance Statement to be uploaded onto the website and copy AK in for any follow up. AB and MN to draft 2018/19 statement and note any highlights related to governance throughout the year.

Item 9 – Governor visits can be discussed under item 12.

Item 11 - School Journey Approval will be discussed under item 10 Health and Safety.

*Under item 14, the Chair mentioned at this point in the meeting that he had reviewed the Governors Self Review document. He told governors that there are three areas still pending:*

*360 degree review of the Chair. AB invited governors to carry this exercise out if they wished.*

*Governors to review reporting arrangements to parents and collaboration with other schools.*

*Governors had a detailed discussion about how they could improve communication with parents. A governor mentioned that sharing the minutes could help. AK to liaise with the SBM to ensure that the minutes are uploaded onto the website after each FGB as soon as they are approved. Another governor remarked that perhaps posting the minutes is not the best of way of communicating with the parents. A further governor suggested possibly running a governors' surgery with 3 or 4 governors. Governors **agreed** this is a good idea and will try and hold a surgery the week before half term from 9 to 9.30 am. The surgery could be followed by some governor visits. Governors **agreed** that it would be good to have at least one parent governor attend the surgery. A parent governor reminded governors that at least one parent governor, if not more, is always available in the playground both at drop off and pick up times. AM to organise a doodle poll amongst governors to set the meetings up.*

*TH suggested that governors could write a paragraph in the newsletter to parents shortly after each FGB meeting. The paragraph can include information about governor training and visits (including events and inset days), how governors contribute to the school vision and SDP. MN agreed to write the first paragraph for a newsletter in December. Clerk to copy MN in on the draft minutes for ideas.*

AK has drafted an excellent document about collaboration with other schools which will be discussed later in the meeting under item 8 Chair's Report.

**Action:** On behalf of RT, Clerk to send SBM Annual Governance Statement 2017/18 for the website. AK to follow up as website link governor if necessary.

**Action:** AB and MN to draft 2018/19 statement.

**Action:** AK to liaise with SBM about posting FGB minutes up on the website as soon as they have been approved.

**Action:** Governors to hold a governors' surgery every week before half term for 30 minutes or so. AM to organise a doodle poll to set the meetings up.

## 5. **Headteacher's Report to Governors (including school self-evaluation and development)**

The Headteacher's report had been circulated prior to the meeting and reviewed by Governors. On that basis, TH invited questions on the content. TH also sent out the following documents as part of the HT report: Allfarthing national Sept 2018 data document; Allfarthing Note Of Visit Autumn (NOV) 2018; CPD Autumn 2018 and Allfarthing SEND NOV Autumn 2018.

TH highlighted the following issues for governors.

TH started by explaining the numbers on roll and his report includes starters, leavers, boys, girls, number of pupils with SEN Support, Statement/EHCP, Pupil Premium, Free School Meals and Free School Meals and SEN. Number on roll is currently 450.

Attendance figures are shown for the last two years and so far this year. The target for this year as in previous years is 97%.

With regard to exclusions, please see confidential minutes.

TH confirmed that the four bullying incidents have been dealt with.

**Q:** *Are there less or more incidents of bullying than in the past?*

**A:** *TH answered that it depends. For example, this time last year there were no incidents to report at the time of writing the HT report. Bulling is an issue the school monitors closely.*

Ofsted headlines and grades remain at grade 2 across the board.

TH went on to explain the current staffing issues. Please see the report for more details. TH remarked that staff CPD and other training is very positive. Governors noted the importance of CPD training and the link to pupil outcome, good practice, staff retention and wellbeing.

TH mentioned the buildings and maintenance issues covered in the report.

TH gave a brief explanation of the financial situation the school is facing. He reminded governors that savings still need to be made from last year.

TH informed governors that monitoring is an area he is particularly pleased with. Leadership observations - amongst the strengths were: conducive atmosphere for learning, evidence of the school's drive on 'oracy', higher level of vocabulary and high expectations. Areas to develop include: Assessment for Learning (AfL) and prior knowledge gained by the teachers, developing our hooks and 'wow' moments to enhance the children's education, plus look at taking more risks.

Maths book look show clear progress from previous years in terms of consistency and quality of work. Development is to ensure higher attaining children in particular are pushed to their potential. 'Curriculum book' (all other subjects but maths/English) look-clear evidence that expectations had risen already, with children given greater and richer opportunities to write and now need to continue to take that forward. Constant informal monitoring takes place throughout the day.

School Development Plan Priorities – The HT report gives governors an update against each priority. The SDP priorities for 2018-19 are the following:

1. Consistency within teaching and learning is clear and visible across the school, demonstrated throughout the curriculum.
2. To improve outcomes in writing across the curriculum.
3. Children have access to and use a rich range of vocabulary.
4. All pupils are moved on to more challenging work as appropriate.
5. Pupil premium children make the required progress.

With regard to SDP number 5 TH told governors that pupil premium children are tracked closely. The school is constantly looking for more opportunities for the children like the trip to Twickenham to watch the Rugby. 7 pp children attended with 12 other children.

TH reminded governors that staff, parent and pupil surveys were all distributed last Autumn 2017 and analysed in the spring term.

*Q – What is a formative assessment project*

*A – TH answered that this is a project organised by Wandsworth Schools in liaison with an “expert” in the field, Shirley Clarke. The idea is that 15 or so schools will take part during three or four contact days. The schools will share ideas and experiences and swap information to improve teaching and learning.*

*Q – A governor asked why there are only 59 children in Reception. As it is early days, it is hoped that there is still a waiting list for Reception?*

*A – TH answered that the school does have a waiting list and he has been in constant touch with the LA about this space. It is hoped that a new child can join shortly and before the January census.*

*Q – A governor asked about staff sickness/absence levels with 2 teaching staff and 24 support staff and lunchtime supervisors?*

*A – TH remarked that the two teaching staff are about to meet the threshold so he will follow their cases up with the SBM. The school is being very good at the moment and other staff are covering any sickness or absences to save money. This term the school has only used supply staff on two days.*

TH told governors that the Note of Visit from the School Link Inspector and the SEND Report are both very positive reports. The school has a very good and open relationship with the School Link Inspector. The reports highlight the consistency of the work and progress in the school.

TH finished by giving governors some of the main headlines from the 2017-18 data results. Governors have already been sent the data. In addition, the HT sent out the very recently produced IDSR for the school.

The school continues to do well in the Y1 Phonics exams. Most children who do not pass the test, pass the test in Y2.

*Q – A governor remarked that in 2017 64% of children passed the phonics test in Y2 which is lower than previous years, but still above national.*

*A – TH answered that there are a few children who never the pass the test both in Y1 and on re-sitting the test in Y2. For example, there are three children in the current Y2 cohort who are unlikely to pass the test.*

TH went on to say that the LA moderated the KS1 tests and they were very pleased with the testing arrangements. KS1 results are good and above national in most if not all areas.

The school is generally happy with the KS2 results. Most if not all results are above national.

Pupil premium children do better than the LA across the board.

Governors commented that generally the results are very pleasing.

*Q – A governor asked whether the results can be presented to parents in some form?*

*A – TH answered that he would be happy to look into this. However, he is aware of the results of other schools in the borough. The school might not compare favorably at all levels and in all subjects. TH to think about drafting some information about progress and attainment in one of the Spring 1 term newsletters.*

*Linked to informing parents about the good work that takes place in school, governors discussed the recent article from the Parliamentary Review. Governors agreed this is an excellent idea and a positive way of raising the school's profile. TH told governors that he hands out a paper copy of the article to all prospective parents/carers at open days. A copy of the book and article sits on the front desk in the school. AP, AB and JF to attend the open morning on Thursday 29 November. TH mentioned that the Y6 children help with the open mornings, including one child who has only been at the school for six weeks. They are all eager and keen to help and facilitate the open days which is a credit to the school.*

**Action:** TH to draft some information for the newsletter highlighting the headlines from the 2017-18 results.

**Action:** TH to provide attainment targets to governors in the Spring term once discussed with the SLI.

## **6. Reports from Committees**

At this point in the meeting governors discussed the most efficient way of disseminating paperwork. Governors decided that it might be a good idea to set up a drop box. AC kindly offered to action this. Clerk to ensure that Drop Box meets GDPR requirements.

**Action:** AC to action Drop Box

**Action:** Clerk to check that Drop Box is GDPR compliant.

### **6.1. Children, Families and Community Committee (previous meeting Thursday 1 November 2018 )**

In the Chair's absence AC mentioned that she visited the school to do a preparation Safeguarding meeting with JH on 5 November. The Child Protection Policy was updated to meet DFE requirements and is in line with the updated Keeping Children Safe in Education Guidance (Sept 18).

JH mentioned that the school is moving to using "My concern" which is a system which would ensure that all documents and information about a case can be found and kept in one place. It is hoped this would help save time and make the system more efficient.

*Q – A governor mentioned that Place2Be seems to be working well and that he has received some good feedback?*

*A - TH and JH answered that generally Place2Be seems to be providing a useful service to the school. However, the school needs to assess whether the organisation is having an impact on high level children.*

*Governors had a detailed discussion about Place2Be. The HT told governors that the manager is in the playground regularly. A parent governor remarked that the manager is mentioned by the children all the time. The staff governor added that it can be a difficult world for some children, and if Place2Be helps prevent or support children at a later stage in their lives, then this is worth noting. In other words, a child may remember the support received from Place2Be when they are older. Or perhaps if the results cannot be seen at the moment, the benefits might emerge when a child is older. A governor mentioned that the PTA could possibly help towards the cost. TH told governors that there are only 3 to 4 children waiting at any time to speak to Place2Be so the list moves quickly. Children are also told that they can approach their class teacher at any time.*

*Q – Is there a facility for parents to receive counselling?*

*A – TH confirmed that there is an option for parents to receive some therapy. However, to date parents are not very keen to attend the sessions. However, hopefully this might change. JH added that it is good that parents have the option.*

#### **6.2. Curriculum Committee (previous meeting 17 October 2018)**

The minutes having been previously circulated, there were no further comments from the Committee Chair.

#### **6.3. Finance and Premises Committee (previous meeting 31 October 2018)**

2018/19 Budget Plan monitoring (Receive and Note). The Chair **confirmed** that this subject was covered in the Finance and Premises committee meeting. The budget is looking healthy for the time of year given the current financial climate. Please see Autumn term Finance and Premises minutes. There were no additional comments from the Committee Chair.

#### **6.4. Staffing Committee (previous meeting 18 October 2018)**

The minutes from the recent meeting were circulated previously.

### **7. Performance Management**

AB, LW and the School Link Inspector carried out the HT's Performance Management Review. Targets have been set for the year.

All staff have had their performance management reviews. Three targets have been set related to pupil outcomes, the SDP and staff development.

### **8. Chair's Report**

#### **Air Pollution**

Prior to the meeting a governor raised the issue about air pollution around the school following a report about the subject in a national newspaper. The governor explained that old Victorian buildings could trap air pollution due to the poor circulation inside the buildings. As well as the pollution aspect, there is also an issue about road safety.

TH told governors that as the catchment area is so small, most families do walk. There are possibly 15 to 20 families who drive. However, on balance, as these children add to the school roll, the advantage to having

them on roll outweighs the disadvantage of the families driving. A governor mentioned that perhaps it is a matter of educating these parents to park further away from the school and walk. TH commented that he adds a note about road safety and parking in the newsletter every six weeks. Governors will keep an eye on the situation and re-visit the topic if necessary.

#### Collaboration with other schools and Academies

AK produced an excellent paper about the advantages and disadvantages to academization which was distributed prior to the meeting. Governors thanked AK for all his hard work.

AK and TH explained that there are no clear options at the moment. The LA is advising schools not to join academies at the moment and the borough has far fewer academies when compared to other local authorities or nationally.

TH is also confident that Allfarthing would be able to look into collaborating with other local schools if necessary. He remarked that the faith schools would work together so it is good to have a tentative plan in place, rather than being left out if the time comes.

Governors **agreed** that it is very useful to have carried out this research which can be kept on file and re-visited should the need arise.

#### **9. Policies**

9.1 Governors confirmed that they have **read, understand and will comply** with the KCSIE guidance (September 2018).

9.2 Governors **approved** the Pay policy, pending the following suggestion raised by a governor. Page 6 paragraph 5 needs to include that appeals should be made to the Chair of Governors. LW to action. Post meeting note: LW has actioned.

9.3 Governors **approved** the Child Protection policy, noting that this had been reviewed by the CFC Committee. Governors thanked JH for his work with the policy.

9.4 The scheme of delegation was **approved**, pending the SBM deleting the names of members of staff who have left and replacing them with members of staff who have joined the school. Governors also asked that any information about the committees is updated.

9.5 Governors **adopted** the LA Human Resources Statutory Policies list.

9.6 Governors **adopted** the LA Financial Handbook Procedures.

9.7 The SEND Policy and SEND Information Report will be approved by CFC in the Spring term and come to the Spring FGB meeting.

<b>Action:</b> JH/Chair/Clerk to bring SEND Policy and Information Report to the Spring FGB meeting
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#### **10. Health and Safety**

TH informed governors of the forthcoming school trips this year:

Y4 are planning to visit Golden Hinde. Post meeting note: Please see End of School Journey Accounts for 2017/18. It is anticipated that the cost of the trip will be similar this year.

Y5 are due to visit Hertfordshire. The cost per child is approximately £180.

Y6 take part in a PGL visit at £440 per child.

The school has visited the above locations for several years. All risk assessments have been carried out.

*Q – A governor asked whether pupil premium pupils are helped financially by the school?*

*A – TH answered that pp children only pay 40% of the cost. A local charity also supports the school.*

*Q – Another governor asked whether the PTA could help fund part of the trip?*

*A – TH told governors that this is something he could look into, but it might be difficult to organise*

*Q – What happens to the children who do not go on the trips?*

*A – TH confirmed that the children stay in school*

Governors **approved** all three school journeys for 2018/19.

Post meeting note: Governors have been sent the end of school journey accounts for all over night school journeys that took place in 2017/18. The school journey accounts have been **approved** by email.

### **11. Governor Training**

The following training has been undertaken since the last FGB meeting. Please see the full list of governor training for all training done to date.

<b>Name of Governor</b>	<b>Date of training</b>	<b>Focus</b>
James Francis	September 2018	LA Governors Essentials course
Robert Cachia	September 2018	LA Governors Essentials course
Anna Mulcahy	October 2018	Safeguarding Online

### **12. Governor visits**

Governors noted receipt of reports previous circulated.

<b>Name of Governor</b>	<b>Date of visit</b>	<b>Focus</b>
Andrew Bacon	Autumn Term	Oracy visit
Anna Mulcahy	5 November 2018	Safeguarding visit
Adam Kelly	Autumn Term	Maths visit

Andrew Bacon, Alex Priestly, Rachel Amankwa and James Francis	29 November 2018	Open morning for prospective parents/carers
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**Action:** NR to compile list of governor visits and send out before Spring FGB meeting.

**13. Director's Report**

The Chair urged governors to read the Director's Report.

**14. Any other business**

None

**15. Date of the next meeting**

27 March 2019

3 July 2019

*The meeting closed at 20.25pm*

**Documents for filing with the minutes:**

Signed Register of Business Interest Forms;  
Instrument of Government  
GB Membership Structure  
GB Standing Orders  
Governors Code of Conduct  
Annual Governor Work Plan  
Minutes from the meeting 11 July 2018 (Part 1 and Part 2)  
Headteacher's report and associated documents  
School Link Inspector's Report  
SLI SEND Report  
Reports from Committees  
Governor Visit Reports  
Policies as listed under item 9  
Directors Report  
LA Training List