

## Allfarthing Primary School

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### Meeting of the Full Governing Board (FGB) 27 November 2019, 18:30

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### Minutes – Part A

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**Present:**

Alison Olmi	AO	Co-opted Governor and Chair of Meeting
Tom Holmes	TH	Headteacher
James Heale	JH	Co-opted Governor
Rachel Amankwa	RA	Parent Governor
Matt Newman	MN	Parent Governor
Hannah Shashall	HS	Parent Governor
David Forbes	DF	Parent Governor
Tom Walton-Gould	TWG	Staff Governor
Vacancy		Co-opted Governor
James Francis	JF	Associate Member
Robert Cachia	JC	Associate Member

**In attendance:**

Debbie Tyson Gooden	DTG	School Business Manager (SBM)
Helen Watts	HW	LA Clerk to FGB meetings only

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*The meeting opened at 18:40*

**1. Apologies for absence**

Apologies were accepted from Andrew Bacon (AB) Local Authority (LA), Lorraine Wait (LW) Co-Opted and Anna Mulcahy (AM) Co-Opted.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Governing Body administration**

a. Disclosure and Barring Checks (DBS) Checks

The School Business Manager (SBM) confirmed all DBS checks are up to date, apart from RC and HS which are in the process of being completed.

b. Governors Code of conduct: Adopt Code of Conduct 2019/20

All governors present **agreed and signed** the updated Code of Conduct 2019/20 which include the new additions following the advice of the National Governance Association.

**Action:** Clerk to contact AB, LW and AM to confirm that they agree with the Code of Conduct.

c. Register of Business Interests – information to be published on the school website

All governors present signed a Business Interest Form 2019/20.

**Action:** SBM to send out copies of the Business Declaration Form to AB, LW, AM. DF to fill in a form after checking an issue related to the form.

- d. Get Information about Schools (formerly Edubase)

The SBM confirmed this is up to date.

- e. Website compliance checklist

AO offered to check the website with the SBM to ensure it is compliant. Clerk to send a document about website compliance to AO and the SBM to facilitate the exercise.

**Action:** Clerk to send AO and the SBM a document about website compliance

**Action:** AO and the SBM to review the website to ensure it is compliant

#### 4. Governing Board Constitution and Membership

- a. Instrument of Government

Governors **reviewed** the Instrument of Government and **agreed** it is fit for purpose.

**Action:** Clerk to post the Instrument of Government onto DropBox.

- b. Governing Board Standing Orders

Governing Board Standing Orders 2019/20 were **adopted**.

- c. Changes to Governing Board membership and succession planning

Since the previous FGB meeting Alex Priestley has resigned as a Co-Opted Governor. Governors **voted unanimously** for Robbie Cachia to join the Board as a Co-Opted Governor for four years. It is hoped that James Francis can join the board as a Co-Opted Governor in July 2020 when AO hopes to resign from her post. Governors also noted that AB (LA Governor) is hoping to stand down both as a governor and Chair of the Governing Board in July 2020. Governors **agreed** that appointing Associate Members when possible, allows for good succession planning and an effective and skills-based board. It also enables the candidates to familiarise themselves with the issues and tasks related to governance.

**Action:** JF to join as Co-Opted Governor in July 2020.

**Action:** Governors to think about recruiting one or two Associate Members in the spring term as AB is leaving the Board in July 2020 and to allow for succession planning.

#### 5. Minutes of the previous meeting held on 10 July 2019 and matters arising

The minutes of the meeting held on 10 July 2019 were **approved** as an accurate record of the meeting and signed by AO. The minutes were given to the SBM for filing at the school.

Governors noted an update on actions as follows:

Item 6a – Governors agreed to invite Keith Revell (Governor Services Manager) to the spring term FGB meeting to present on the strategic role and vision of governors in preparation for September 2020/21.

Item 7.2 – RC explained that the Risk Assessment document is a work in progress. RC is awaiting some comments and is hoping to present the document at the spring term FGB meeting. A governor suggested that the Risk Assessment document should be a standing item on every FGB agenda. Governors **agreed**.

**Action:** Clerk to invite Keith Revell to the first half an hour of the spring term FGB meeting.

**Action:** Governors/Clerk to include the Risk Assessment document to all FGB agendas as a standing item.

#### 6. Governing Board Strategy



		School Improvement Plan
Rachel Amankwa and Lorraine Wait	27 September 2019	Presentation on the school vision
Various Governors	Autumn Term	School open mornings for prospective parents/carers

### Governor Training

The following training has been completed by governors since the last FGB meeting:

Name of Governor	Date of training	Focus
David Forbes	September 2019	LA Governors Essentials course
Hannah Snashall	26 November 2019	Safeguarding – Governors Roles and Responsibilities
Robert Cachia	28 November 2019	Webinar – Performance Data

JH to re-send the Safeguarding training link to all governors.

<b>Action:</b> JH to re-send the Safeguarding training link to all governors
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d. Governors thanked AB and LW for completing the Annual Governance Impact Statement for 2018/19. The statement is on the website.

e. Governing Board Self-Evaluation

The Chair reminded governors who have not had a chance to do so yet, to fill out a skills audit, a copy of which can be found on DropBox.

**Q** – *In addition to filling out a skills audit, is it worth completing a self-evaluation exercise around the quality and output of the Board. This will enable governors to assess current strengths and areas for improvement.*

**A** – *The Chair suggested that a small working group could take this idea forward in the first instance.*

The HT mentioned at this point that perhaps governors may wish to consider having a Planning Meeting at the beginning of each academic year. The meeting would cover the school vision; the SIP and all the administrative documents for the year. This would leave the second FGB meeting in the autumn term to

cover the substantive issues discussed in the HT report and more thorough explanation of progress against the SIP. Or governors could chose to discuss a couple of priorities from the SIP in more detail.

**Q** – *Phase Leaders used to present at Curriculum and other committee meetings. Could this be re-introduced?*

**A** – *The HT answered that he would be happy to organize this but committee agendas are so full. The presentations would also be good for staff CPD.*

**Q** – *A governor suggested organizing a separate meeting around the end of January. The meeting would include a more indepth review of the SIP and progress made against the priorities and perhaps two phase leaders could present to governors for 20 minutes each.*

**A** – *Governors **agreed** this is a good idea. LW to email governors to arrange a date and time in late January that suits all or the majority of governors. Governors also agreed that if the meeting in January 2020 is a success the meeting could be a regular event. Governors decided to cover Reading and the Curriculum at the first meeting.*

Governors also agreed that as the summer term meeting includes an in-depth review of the data and results for the year, governors could invite a speaker to one of the other FGB meetings.

The Clerk suggested that governors review The Key 20 Questions Document.

**Action:** LW to organise a meeting in late January to include a discussion of the SIP and progress made against each priority or a focus on a couple of the priorities.

**Action:** TH/JH to organise the two phase leaders for Reading and the Curriculum at the meeting.

**Action:** The January meeting to become an ongoing meeting if successful.

**Action:** Governors to review “The Key 20 Questions Document”.

## **7. Governing Board Committees**

### a. Committee Membership

A list highlighting committee membership was emailed to governors earlier in the term. DF to join and Chair the Finance Committee. HS to sit on the CFC Committee. Please see the document “GB Membership 2019/20”.

### b. Committee Terms of Reference for all committees were **approved and signed**

### c. Report from Committees

Governors **agreed** rotating minute taking for each committee meeting.

Curriculum Committee - The minutes having been circulated prior to the meeting, there were no comments or questions from governors.

Finance and Premises – The minutes were circulated prior to the meeting.

Please see confidential minutes.

**Q** – *Why are pupil premium numbers dropping and how much does the school receive per PP child?*

**A** – *The HT told governors that generally speaking the area is becoming more affluent. Unfortunately some parents are border line. For example, you can have two working parents on low income who would not qualify for pp but struggle with paying for school trips. The school is extremely vigilant in ensuring that all deserving pp children and families submit the correct paper work. The school receives£1,600 per PP child. A governor added that the school spends the PP money well and has an excellent PP strategy.*

Children, Families and Community – There were no comments or questions from the CFC minutes.

Staffing – There were no comments or questions from the Staffing Committee Minutes.

## **8. Headteacher’s (HT) Report to Governors (including school self-evaluation and development)**

The Headteacher's report had been circulated prior to the meeting and reviewed by Governors. TH also sent out the following documents as part of the HT report: Allfarthing Note of Visit Autumn (NOV) 2019; CPD Autumn 2019 and Allfarthing Learning Behaviour Walk.

TH highlighted the following issues for governors and invited questions on the content.

TH explained that the number on roll is currently 351 (450 Autumn 2018). The capacity of the school is 450 children. The 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. SEN numbers on roll are not to different since the previous HT Report. Children on Free School Meals is 15.4% and the percentage of PP children is 17.7%.

**Q** - *Is there a reason why there are 47 children in Y2?*

**A** – *The HT answered that the families are leaving London from that year group.*

**Q** – *Have any left to join a private school?*

**A** – *The HT confirmed this is not the case.*

**Q** – *What is the waiting list like?*

**A** – *The HT answered that it varies from year group to year group. There are no children on the list in Y1 and in Reception there are about six children.*

**Q** – *Is there any space to market the school further?*

**A** – *The HT commented that the school is positive in so many ways as evidenced in the SIP Report and the Behaviour report. The school has to be careful about upsetting other local schools by accepting their children. The impact of Floreat is an issue to be considered. All schools in Wandsworth are experiencing a drop in numbers.*

Attendance figures are shown for the last four years and so far this year. Absence to date is 4.3%.

Exclusions - None

TH confirmed that the one bullying incident has been dealt with.

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

Staffing. Please see the report for more details.

Safeguarding was covered in detail at the autumn term CFC meeting. Please see the 2019 CFC autumn term minutes. 2 new staff trained in DSL so are Deputy DSL behind JH-there are 4 in total. The number is same as before but new SENCO and EYFS lead had changed from 2 years. Annual staff training on INSET day and online safeguarding assessment through the Key.

Please also see confidential minutes.

Health and Safety

Three accidents have been reported to the LA since the last HT report. A new location has been identified for visitors during a fire drill.

Buildings and maintenance issues, Finance and Monitoring are also covered in the report.

School Improvement Plan Priorities – The HT report gives governors an update against each priority. The SDP priorities for 2019-20 are the following:

**1. To ensure a love for reading is fostered for all children across the curriculum.**

Guidelines given for classroom reading environment. Teaching of guided reading changed from carousel to whole class teaching. Expectation of classes reading more with their teacher, plus a house reading scheme competition launched. HT & DHT reading with classes. Staff meeting taken place outlining expectations.

**2. To ensure the wider curriculum is at its most effective; delivering an inspiring and enriching curriculum.**

Curriculum statement has been written. First stage of reflection on current curriculum content delivery has taken place. Changes made looking to further widen questions for key content for each subject. Substantial piece of writing at the end of each topic.

**3. Detailed mapping and more personalised approach for pupil premium children and new 'in year admissions', which ensure better outcomes.**

Initial stage started and covered actions from previous SIP report. Substantial meetings for strategic use of PP staff has taken place. Some more personalized initiatives already taken place. Parents meetings-25 extra phone calls taken place to ensure PP parental attendance. 95% successful.

**4. To embrace new technology in order to improve the quality of teaching, ensuring staff are self-reflective.**

All staff have used video reflection. Practice sharing coming up on 'air server'. Virtual reality technology is being invested in from PTA funding-exciting opportunities across the curriculum to bring subjects alive-looking for further improved outcomes in writing.

**5. To embed oracy across the curriculum; being an integral part of everyday practice.**

Staff meeting taken place, re-visiting achievements from last year and setting out consistent practice that is expected this year. Informal monitoring and support for less experienced teachers taken place.

*Q – The Chair asked why teaching staff are no longer pre-warned about learning walks?*

*A – The HT answered this is a more open and transparent method where the SLT can observe lessons as they really are. The Chair commented that staff clearly feel they can trust the SLT who have built a good rapport with staff.*

Governors were also sent the most recent note of visit from the School Improvement Partner dated 17 October 2019.

TH explained that the school is working on the actions mentioned in the report:

1. Action in the School Improvement Plan related to the curriculum and reading;
2. A deep dive into Reading and a foundation subject at the next meeting

Other issues highlighted in the report have been covered in the committees or other forums.

*Q – What has been actioned since the summer term in relation to PP children?*

*A – TH told governors that profiles have been now been created for all children and during the February SIP visit, teachers closing the gaps between PP and non-PP will be observed. This issue is also part of teaching staff performance management.*

TH also informed governors that the SIP mentions that “disadvantaged children achieved scores above those expected at KS2 and achieved outcomes above Wandsworth averages in all measures”. The SIP also comments that “steps have been taken to more closely track disadvantaged pupils and improve the support provided for them”.

Governors agreed that it would be useful for the SIP KS to visit and observe part or all of the summer FGB meeting.

*Q – Could some of the tutoring in Y6 with Action Research be stretched to Y5?*

*A – TH told governors that Y5 do receive this help after SATs in May. Y5 also benefit from Chandran Foundation.*

**Action:** TH to organise KS to visit during the summer term FGB meeting.

#### Well Being Project to include Children, Community and Staff

JH sent governors a document updating the well-being project. Please see the document “Well being Gov Update”.

JH highlighted the following for governors:

The project focuses on three areas - children, families and staff;

A parent gym session has been organised for February and;

The school is part of well being cluster.

Please see the document for more details.

The Chair on behalf of governors thanked JH for his excellent and hard work with the well being project.

*Q – Do staff report back on well -being?*

*A – JH answered that the school do a health check and courses are offered on mental health for example. Place2Be offer staff sessions. Other networks and support organisations are listed in the staff room. JH added that staff turn-over is less and each member of staff has one day less sick leave than the LA.*

The HT also highlighted the Behaviour learning walk from Wandsworth that took place on 14 October 2019. Please see document “Allfarthing Behaviour Walk Learning Walk”. The walk was carried out by Tim Ryan-Wandsworth Primary Behaviour Advisory Teacher and Oliver Dunn – Secondary Behaviour Advisory Teacher. TH told governors that the feedback from the report was positive. There are some action points for the school to follow up on as would be expected. The points include some work around the Behaviour Policy and to evidence poor behaviour in order to work out any patterns which might help to deliver appropriate and consistent sanctions.

#### Pupil Progress Review 2019/20 to date

TH confirmed that the data to date is positive. EYFS has not been done yet as it is too early in the year.

*Q – Could good data be advertised more?*

*A – TH answered this issue is something to think about as there are advantages and disadvantages around data.*

*Q – How are open mornings advertised?*

*A – There is a banner outside the school and the newsletter. A governor suggested adding the dates of the open mornings to the flyer advertising the Christmas Fair.*

**Action:** Parent Governors to ensure that open day dates are included in the flyer advertising the Christmas Fair. HS to coordinate.

### SEND Provision

The HT will provide a brief overview about SEND provision at the school for the 2020 spring term meeting.

**Action:** TH to provide governors with a brief overview of SEND provision at the school during the HT report at the 2020 spring term meeting.

### New Ofsted Framework

TH commented that as highlighted in the SIPs autumn term report the school has really started to get to grips with the new Ofsted Framework. There is a focus on deep dives which can include all subject areas. TH encouraged governors to visit and live and breath the life of the school.

The Clerk reminded governors of the training the LA is offering for governors in relation to the new framework. The Clerk also offered to send governors a section from the framework which highlights the areas inspectors will be focusing on in relation to governance.

TH told governors that the new Ofsted Framework can be revisited at the summer term FGB so that governors can evaluate what the school have implemented by the end of the first year.

**Action:** TH to provide governors with an update on what the school has embedded from the new Ofsted Framework.

**Action:** Clerk to send governors some information on the role of governors in the new Ofsted framework.

Staff, Pupil and Parent/Carer surveys will be sent out in the spring term.

## **9. Financial Management**

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

Governors **approved** the Scheme of Delegation 2019/20 which had been previously reviewed by the Resources Committee at its 2019 autumn term meeting.

School Journeys:

Governors **approved** the end of school journey accounts for the Y6 PGL trip which ended up at a deficit of £2,105,50. Governors were sent the end of school journey accounts prior to the meeting. Governors **approved** the forthcoming trip which costs approximately £440 per child.

Governors also **approved** the forthcoming Y5 and Y4 trips to Hertfordshire and Golden Hinde respectively. The Hertfordshire trip costs approximately £180 per child. The school has visited the above locations for several years and all risk assessments have been completed.

## **10. Policies**

Governors **adopted** the Allegations of abuse against staff policy from the LA Human Resources Statutory Policy Handbook

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

Governors **adopted** the Staff discipline, conduct and grievance procedures from the LA Human Resources Statutory Policy Handbook Committee.

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

Governors **approved** the Child Protection policy, noting that this had been reviewed by the CFC

Governors confirmed that they have **read, understand and will comply** with the KCSIE guidance (September 2019). Clerk to follow up with the governors not present at the meeting.

Governors **approved** the Pay policy, noting that the policy had been reviewed by the Staffing Committee.

**Action:** JH/Chair/Clerk to bring SEND Policy and Information Report to the Spring FGB meeting  
**Action:** Clerk to check with AB, LW and AM that they have read the KCSIE 2019 Guidance.

**11. Director's Report**

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

**12. Any other business**

None

**13. Date of the next meeting**

1 April 2020

15 July 2020

*This part of the meeting closed at 20.35pm*

**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 1 July 2019 (Part 1 and Part 2)  
Headteacher's report and associated documents  
School Link Inspector's Report  
Reports from Committees  
Policies as listed under item 9  
Directors Report  
LA Training List