



Everybody Excelling, Every Day. No Excuses!

Minutes and Actions Arising from the meeting dated 10th December 2019.

Committee Type: Full Governing Body

Present: Head Teacher – Jo Riley
Chair - Kate Kardooni
Catherine Leech
Rachel Urquhart
Leilani Mellows-Facer
Kelvin Tanner
Morna Scales
Raja Ahmed
James Whitaker
Glaize Wallace
Elliot Berger
Clerk – Charlene Young

Observers with a view to joining the Governing Board:

Leslie Perry Coombs	Community
Roger Befong	Parent



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<p>2. Receive Reports from Committees</p>	<p>Curriculum committee took place two weeks ago. Minutes circulated to committee members.</p> <p>Resources committee – was earlier in the term.</p> <p>Reports from committees will be covered in the Link Governor report – main reports for this term.</p> <p>Link Governors in Curriculum to do a visit twice a year First set of visits happened this term. Next visits will commence in the summer term.</p> <p>Previous FGB – HT provided detailed responses to questions asked about data from the Governors.</p>	<p>Clerk to amend change and re-send to curriculum committee</p>
<p>3. Receive Link Governor Reports</p>	<p>Rachel mentioned her link meeting hasn't happened yet.</p> <p>Leilani's SEN link visit – took place in November.</p> <p>Kate's Early Years link visit was also in November. Report sent to HT.</p> <p>Leilani asked if there are a standardised set of questions to use. Rachel explained the use of standardised questioning in the past. She advised to collect quality information from a more broader approach – recommended to choose a focus area and to discuss further with Nicola.</p>	<p>LM to send report to Clerk</p> <p>KK to send link report to Clerk</p> <p>Clerk to circulate all link reports to all Governors, once received</p> <p>Link reports to be put on website</p>



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<p>4. Governing Body Training Reports</p>	<p>Glaze and Leilani attended Introduction to Governors – Both found useful but shared different views on jargon used.</p> <p>Leilani attended Proposed Ofsted Changes and SEN Training.</p> <p>Kelvin asked if any further Resources training was coming up.</p> <p>Governors section on school website to be updated.</p>	<p>HT to send dates for Governors Induction Training to Governors</p> <p>LM to check for any proposed ofsted changes and send summary slides to Clerk</p> <p>HT will check training diary for dates</p> <p>Governors to send name of their favourite book to HT</p>
<p>5. Policy Review Cycle – 2019-2020</p>	<p>We are compliant with all statutory documents except the behaviour policy as it is currently under review. This policy will become more attachment aware and not public shaming when children have done something wrong. To be more in line with Hackney’s policy.</p> <p>Premises management document - health and safety constantly being updated.</p> <p>Minutes of the board (those that haven’t already been put on) will need to be put in order to be compliant also.</p> <p>Kate questioned whether the policy statutory review was annually as some dates indicated more than one year. Policy reviews are taken place once or twice in one year.</p> <p>Hackney policies to be agreed, signed off and adopted today by the governors. HT explained the fairness of these policies and how streamlined they are when dealing with Hackney, as opposed to an HR department.</p>	<p>HT working on draft over Christmas</p> <p>All Governors agreed to adopt the Hackney Learning Trust policies</p>



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6. Feedback from Parent and Staff Survey

Parent Survey:

HT reported it to be very positive.

A total of 30 forms were filled in out of a possible 300 parents.

This is usually completed annually online but was paper-based this year.

HT used the ofsted questionnaire as a good indicator.

HT has promoted survey statistics on school website.

Governors discussed the possible reasons participation rate was low:

- Parents not liking the use of paper
- Too many questions
- Print was too small
- Layout could be more distinct and stand out
- Parents are happy

Recommendations from Governors:

- To be filled out at home time
- School council to do it next time

Governors discussed how the Ofsted parent survey works. HT confirmed this can be completed online by parents anytime and not just when Ofsted are visiting. Parents are notified and sent a link to complete online.



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	<p>Staff Survey:</p> <ul style="list-style-type: none"> • A total of 50% of the workforce filled out • Anonymous survey – optional • Not clear if filled out by a Teacher or Support Staff • Filled out online and printed off • Staff feel they work too hard <p>Discussion:</p> <p>New marking and feedback will launch in January 2020.</p> <p>HT revealed new timetable for Spring which will allow teaching staff one day a week away from class. Non-teaching time will consist of one whole morning (PPE) plus time away from PE and Spanish lessons.</p> <p>Kate questioned whether reminders are valuable as teaching staff don't always realise their benefits and how well they are looked after and the generosity of time given – compared to other schools.</p>	
<p>7. Governance CPD Plan 2019-2020</p>	<p>HT plans to embed and continue what's been done this term into each subject starting with Maths and English.</p> <p>Middle Leaders will do sessions with support staff on how to support in their subjects.</p> <p>Rachel suggested the use of Governors Space (an online professional development programme for Governors) for future use.</p>	



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	<p>Kate proposed all Governors to fill out a new skills audit.</p> <p>HT has put an attendance tracker on the school website which automatically calculates the Governors' percentage of attendance - Kate will administer attendance tracker.</p> <p>Induction pack for Governors has already been put together.</p> <p>Governors discussed opportunities for parents to meet Governors:</p> <ul style="list-style-type: none"> • Parents Evenings • Winter Fair – 13th December 2019 • International Evening – 22nd March 2020 <p>Kate requested HT to circulate dates in advance.</p>	<p>KK to re-send skills audit for all Governors to complete</p> <p>HT to send attendance tracker link to KK</p> <p>CL to distribute list to all Governors</p> <p>HT to send all event dates to Governors</p>
<p>8. Head Teacher Report</p>	<p>Governors discussed why numbers are declining in nursery – not due to provision but due to:</p> <ul style="list-style-type: none"> • Changing demographics across the borough • Too many school places • More need for private nurseries for working parents • Poor government funding <p>The school's unique selling point is:</p> <ul style="list-style-type: none"> • The community choir • Value performing arts such as music and dance • Academically getting better • Liked by The Mayor of London • Award winning school • Less corporate 	



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	<ul style="list-style-type: none"> • More inclusive • Appeal to parents - more approachable school <p>Should be 60 children in every year group except nursery – falling numbers across year groups due to families moving out etc.</p> <p>HT vowed for school to continue to keep getting better. This will be advertised through the website and leaflets.</p> <p>Governors discussed school sponsorship from local estate agents. Roger suggested advertisement board with local businesses would be good for school.</p> <p>The school has 4 NQT's – all enjoying and want to stay. Rachel agreed that overall good sign for school although HT might not be able to keep them all.</p>	<p>All Governors to enquire and report back to Board</p>
a. Safeguarding Update		
b. Teaching Profile Update		
c. Overview of PM Objectives/ CPD Plans		
d. Exclusions		
e. Attendance	Attendance is good.	
f. PPG	<p>HT has changed format on the PPG (Pupil Premium Grant) based on DfE recommendations – more simple.</p> <p>Governors signed off in agreement.</p>	
g. PE		



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<p>9. Policies to be reviewed this term:-</p>	<p>Rachel asked whether all Governors to sign that they've read The Keep Children safe in Education document.</p>	<p>HT to send to Governors – to be signed and returned by the next FGB meeting</p>
<p>a. Staff Discipline, Conduct and Grievance</p>		
<p>b. Capability of Staff</p>	<p>Governors adopted The Hackney Policies from HR - adoption of the capability, pay and appraisal policies.</p>	
<p>c. Child Protection</p>		
<p>d. Complaints Procedure Statement</p>		
<p>AOB</p>	<p>All new Governors have been sent out all upcoming dates for work plan meetings.</p> <p>Scaffolding completely gone by Christmas.</p> <p>Next Full Governing Body Meeting – 17th March 2020.</p>	