

MINUTES OF

THE MEETING OF THE GOVERNING BOARD OF FLORA GARDENS PRIMARY SCHOOL

Meeting held on Wednesday 18th July 2018 at 6pm at the School

- Present:** Mr John Hamilton (Chair)
Mr Sam Naismith (Headteacher)
Ms Samantha Hill (Vice-Chair)
Mr Patrick Mattar
Ms Helen Pickering
Ms Jackie Hall
Mr Derrick Wright
Ms Nimo Yusuf
Ms Claire Goddard
- In Attendance:** Ms Holly O'Donnell (PA to Headteacher)
Ms Lisa Jensen (Clerk NPW)

Governors' and attendees' comments and questions are in italics

The meeting began at 6.00pm

1. Apologies for Absence

Apologies for absence had been received from Michael Cartwright, Samantha McAlister, John Gilchrist and Lindy Woodcock; these absences were condoned.

2. Declarations of Interest

No interests were declared.

3. Governing Board's Constitution, Procedures and Membership

a. Constitution and Appointments

- Governors noted that John Gilchrist would be stepping down as associate member of the Governing Board.

ACTION: The chair will request that John Gilchrist be appointed as a non-voting associate governor with no obligation to attend meetings, in order that the Governing Board may call upon his expertise.

- Governors noted that there was a vacancy for the position of co-opted governor. It was suggested that Helen Pickering should transfer from the role of parent governor and take up the co-opted governor vacancy. Helen Pickering agreed to the suggested role transfer.

DECISION: Governors agreed to appoint Helen Pickering as Co-opted Governor.

- The chair highlighted that at the beginning of the upcoming academic year an election would be required for an additional parent governor. Governors noted that a parent had expressed an interest in the role.

b. Governor's Roles

The chair confirmed that the governance calendar document would be completed and emailed to governors before the first Governing Board meeting of the next academic year.

Jackie Hall apologised in advance for being unable to attend the first Governing Board meeting of the next academic year and confirmed that she would remain in the role of Safeguarding Link Governor.

DECISION: Governors agreed to defer all Governors' Roles agenda items until the next meeting of the Governing Board.

c. Skills Audit

DECISION: Governors agreed to defer the review and update of the Skills Audit until the next meeting of the Governing Board.

d. Induction

DECISION: Governors agreed to defer the Induction agenda item until the next meeting of the Governing Board.

e. Terms of Reference

DECISION: Governors agreed to defer the approval of the Terms of Reference until the next meeting of the Governing Board.

f. Standing Orders

DECISION: Governors agreed to defer the approval of Standing Orders until the next meeting of the Governing Board.

4. Minutes of Meeting dated 28th March 2018

Governors noted that the minutes of the meeting dated 28th March 2018 had been emailed to governors with visible tracking and with confidential items included in the main body of the minutes.

ACTION: The chair will check the minutes and ensure that confidential items and tracking are removed prior to the minutes being uploaded to the school's website.

DECISION: The confirmation of the amended minutes of the meeting dated 28th March 2018 will be deferred until the next meeting of the Governing Board.

4.1. Matters arising not covered elsewhere on the agenda

- a. Governors noted that Holly O'Donnell had produced minutes for the previous two meetings of the Safeguarding Committee, governors considered whether Holly O'Donnell should also take the minutes of the meetings of the Curriculum, Pupils and Parents Committee (CPPC). It was suggested that the CPPC minutes should be taken by an independent party.

DECISION: Governors agreed to defer the decision regarding committee minutes until the next meeting of the Governing Board.

- b. Governors studied the summary of costings for alternative clerking services that had been included in the meeting pack. The chair highlighted that the contract for the continuation of clerking services provided by 3BM was required to be signed by Friday 13th July 2018. Governors noted that the headteacher had researched alternative providers in order to make savings.

If the school does not sign the 3BM contract, how will clerking services be guaranteed for the next academic year? The alternative clerking services will need to be researched over the summer holidays to ensure that the service provider is appropriate for the school and provides good value for money.

DECISION: Governors agreed that the school will co-ordinate the sourcing of alternative clerking services and that the chair and governors will oversee the selection process.

ACTION: The chair of the Governing Board and the chairs of Governing Board committees and any governors who are available during the summer holiday will

research and agree the clerking service provider and the chair will sign the agreement by chair's action.

5. Delegated Decisions – Committee Reports and Chair's Action

a. Chair's report on any decisions or activities taken on behalf of the Governing Board

- **Miscommunication**

The chair reported that there had been areas of miscommunication between the school and the Governing Board which had resulted in governors being unaware of some decisions taken by the school.

DECISION: Governors agreed to defer the discussion regarding miscommunication until the next meeting of the Governing Board.

- **Data Protection Policy**

Governors noted the Data Protection Policy document that was included in the meeting pack. The chair confirmed that he had reviewed the updated Data Protection Policy and that it had been approved by chair's action.

- **West London Zone (WLZ)**

The headteacher informed governors of the school's intention to introduce West London Zone (WLZ) to the school. The headteacher highlighted that WLZ would be providing the following services over a two-year period:

- i. WLZ case workers would work with forty pupils who would be identified by the school's data as requiring additional support.
- ii. WLZ would provide mentoring for pupils and support for families.
- iii. WLZ would bring supportive groups and charities into the school for specific events.
- iv. WLZ would provide case workers in the school's nursery and in reception.

Governors noted that the scheme operated by pupils' progress and attainment results outcomes and that schools paid for the service after improved results had been achieved.

How does the school measure the impact of the WLZ interventions? Pupils' academic targets will be set according to need. WLZ have tools to assess pupils at the beginning and at the end of the intervention.

ACTION: Derek Wright will compile a report on the impact of WLZ on other local schools and will bring the report to the next meeting of the Governing Board.

b. Committee Reports

- **Finance, Personnel and Premises Committee (FPPC)**

Helen Pickering, co-chair of the FPPC delivered a short verbal report and highlighted the following:

- i. That the FPPC scrutinised the school's budget monthly to ensure spending regularity.
- ii. That since the last meeting of the Governing Board, the school had received a large rebate from BT.
- iii. That the school's in-house budgeting spreadsheet system was proficient and effective.

- **Safeguarding Committee**

Governors confirmed that they had studied the 'Safeguarding report to the Governing Board' document in advance of the meeting. Jackie Hall, chair of the

Safeguarding Committee delivered a short verbal report and highlighted the following:

- i. That the deputy headteacher's comprehensive safeguarding assessment should be commended to governors.
- ii. That the Department for Education (DfE)'s updated 'Keeping Children safe in Education' document was due for publication in September and that the draft document was available for the school to work on.
- iii. That the chair and the deputy headteacher would deliver safeguarding training to the school's staff in September 2018.

- **Curriculum, Pupils and Parents Committee (CPPC)**

Governors noted that the chair of the CPPC, Samantha McAlister, was not present at the meeting.

DECISION: Governors agreed to defer the report of the CPPC until the next meeting of the Governing Board.

- c. **Visiting Governor Reports**

Derek Wright confirmed that he had attended the school to observe music provision. The chair thanked Derek Wright for his thorough and comprehensive report on the school's music provision that was included in the meeting pack.

6. Budget Update / Issues

- a. **Budget Update**

Governors confirmed that they had studied the budget report spreadsheet in advance of the meeting. The headteacher informed governors that the lines on the spreadsheet that were highlighted in yellow indicated areas of change and improvement.

- **BT Rebate**

The headteacher reported that the school had re-cooped a £30,000 rebate from BT and that governors were required to agree how the additional money should be spent.

DECISION: Governors agreed to defer the spending decision regarding the BT rebate sum to the next Governing Board meeting.

- **Improvements to Key Stage 1 (KS1) Playground**

Governors noted that improvements to the KS1 playground had included removing a fence and opening up a grassed area to be a large and open playspace. The headteacher reported that new running track in the playground was proving to be popular and successful, and that the new track was used both at playtime and during physical education (PE) lessons.

- **Key Stage 2 (KS2) Playground Canopy**

The headteacher outlined to governors the proposal for the construction of a large canopy in the KS2 playground. Governors noted that the canopy would facilitate outdoor learning, enable the school to have outdoor PE all year round and that the canopy would enable the stage area in the playground to be used in all weathers. The headteacher highlighted that improvements to the playground were always welcomed by both parents and pupils and that the canopy would have a beneficial visual impact on prospective pupils' and parents' first impressions of the school.

The chair informed governors that the decision to fund the canopy would usually go firstly to the CPPC for discussion, then to the FPPC for recommendation and then to the Governing Board for approval; however, the school was keen for the work to be done over the summer holidays in order to be available for pupils in September

2018 and therefore the Governing Board were asked to consider the approval of the budget and the construction of the canopy.

What funding is available for the canopy? There is £8,000 surplus carry-forward available for the project and the school is expecting additional funding from the Parent Teacher Association (PTA) and from other sources of internal funding.

Is the school looking at acquiring match funding? Yes, the school is expecting a £2,000 grant from Tesco and a £5,000 grant from Santander.

Has the PTA discussed funding the canopy? The PTA have discussed the project and have agreed to contribute to the funding of the canopy.

Will the canopy affect sight-lines across the playground? The canopy stands 4.5 metres high, sight lines across the playground will remain good.

DECISION: Governors approved the budget and the construction of the canopy in the KS2 playground.

West London Zone (WLZ)

Governors noted that the forecast expenditure of £18,000 for the introduction of WLZ in the school had been agreed by all governors by email in May 2018

b. Benchmarking

Governors studied the 'DfE Benchmarking Report Card' document that was included in the meeting pack. Governors discussed the updating of the school's benchmarking practices.

ACTION: Derek Wright will collate details of other schools' benchmarking practices and present them to governors.

7. Local Authority (LA) Reviews

DECISION: Governors agreed to defer LA review agenda items until the next meeting of the Governing Board.

8. Strategic Issues

a. Operational / Strategic Roles

DECISION: Governors agreed to defer this item to the next meeting of the Governing Board.

b. Catering

Governors noted that the school planned to consult parents about changes to the school's catering arrangements.

How will parents be informed of the school's proposals? The deputy headteacher will lead on communication with parents. There are plans to have meetings with parents and the school will work with the PTA.

DECISION: Governors agreed to defer this item to the next meeting of the Governing Board.

c. Nursery

DECISION: Governors agreed to defer this item to the next meeting of the Governing Board.

d. Parental Engagement / Communication

The headteacher informed governors that the school was planning to identify what was working well in the communication between parents and the school and which areas could be improved.

DECISION: Governors agreed to defer this item to the next meeting of the Governing Board.

e. Site Development (confidential item)

f. Collaboration with Addison /SLJ

DECISION: Governors agreed to defer this item to the next meeting of the Governing Board.

g. Lena Gardens (confidential item)

9. Headteacher's Report

Governors confirmed that they had received and studied the 'Head's Report for the Governing Board Meeting on 11.07.18' document in advance of the meeting. The headteacher highlighted and expanded upon the following details in the report:

a. Numbers on Roll

The school's roll was now predicated to be higher than was listed in the report, the school was now expected to be at 86% capacity.

b. Staffing

No staff were leaving the school at the end of the 2017/2018 academic year. The school was a happy place for staff to work and the school benefitted from stability as a result.

What are the implications to the school of seconding Barbara Graham to Addison? A student teacher had been employed to provide cover. The school has received funding for the cover role at Addison and the school's support role may continue and will be reviewed in the future. Governors will be kept informed.

c. Fire Evacuation Report

Alarm systems needed to be addressed in order that intruder alerts could be differentiated from fire alarms. The school was currently looking into various Wi-Fi and tannoy alarm systems and governors would be informed of options at the next meeting.

Governors thanked the headteacher for his comprehensive report document and update.

10. Confirm Staffing Structure for 2018/19 (confidential item)

11. Review Staff Pay 2018/19

a. Headteacher's Pay

The chair confirmed that the headteacher's performance management review had not yet taken place and that it would be carried out in September 2018.

b. Deputy Headteacher's Pay

Governors confirmed that they had reviewed the deputy headteacher's pay and that it was in order.

c. Staff Pay

Governors confirmed that the headteacher had provided the Governing Board with information and validation for changes to members of staffs' pay scales and that governors had been satisfied that the process was robust. Governors commented that the school's electronic data system evidenced teachers' targets and governors had been satisfied that proper performance management was in place at the school. Governors noted that all proposed salary arrangements had been budgeted for.

12. Safeguarding

Governors confirmed that they had read and understood the enclosed Safeguarding Report. Governors commented that the report was excellent and thorough and that governors were happy with safeguarding at the school. The chair confirmed that Jackie Hall would remain as safeguarding link governor.

The chair and governors thanked Jackie Hall and Barbara Graham for their excellent work.

13. General Data Protection Regulation (GDPR)

DECISION: Governors agreed to defer this item until the next meeting of the Governing Board.

14. Five-Year School Development Plan (SDP) and Self Evaluation Form (SEF)

DECISION: Governors agreed to defer this item until the next meeting of the Governing Board. Governors noted that this agenda item would include the recent SATs outcomes.

15. Approval of Statutory Policies

a. Consider and Approve the Data Protection Policy

Governors studied the updated Data Protection Policy document that was included in the meeting pack.

Does the policy contain details of the school's adherence and compliance to GDPR? Yes, GDPR was the reason for updating the policy.

DECISION: The Governing Board approved the Data Protection Policy.

b. Confirm Policies that need to be Ratified in 2018/2019

Governors studied the listed policies that required updating in the upcoming academic year. Governors noted that the policies were listed with the dates on which they were required to be agreed.

ACTION: All updates and changes to policy documents will be highlighted for governors to note.

16. Governor Training and Development 2018/19

a. Review of Training Attended

DECISION: Governors agreed to defer this item until the next meeting of the Governing Board.

b. Training Options Available for the Upcoming Academic Year

Governors noted that they were required to study the training opportunities available and confirm which training sessions to undertake.

ACTION: Helen Pickering will circulate the new programme of training sessions by email and governors will confirm which training they will undertake at the first meeting of the Governing board in September 2018.

c. Role Specific Training

DECISION: Governors agreed to defer this item until the next meeting of the Governing Board.

d. Chair's Forum

Derrick Wright confirmed that he had attended the Chair's Forum on 25th May 2018 and that the forum had outlined the new single borough focus.

e. Governors' Conference

The chair confirmed that details of the governors' conference were included in the governance calendar.

17. Any Other Urgent Business

Overcharging of Clerking Invoice

The chair confirmed that confirmation of overcharging in a clerking invoice had been accepted and that the matter had been referred to the LA.

How much was the overcharge? Around £2,000.

DECISION: Governors gave permission to the chair to write to the LA regarding the overcharge.

18. Dates of Forthcoming Meetings

ACTION: Governors agreed to confirm dates of forthcoming meetings to governors by email over the summer holidays.

- A meeting of the CPPC is to be scheduled early in the autumn term.
- SATs outcomes and analysis will be an agenda item at the first meeting of the Governing Board.

This meeting closed at 7.30pm