

Ruislip Gardens Primary School

FULL GOVERNING BODY MEETING MINUTES

Meeting held at 6.00pm on Monday 23rd January 2017 at Ruislip Gardens Primary School



Enjoying Learning

MEMBERSHIP:

Name	Category of Governor	Additional Information	
Stephen Courtnadge (SC)	Parent	<ul style="list-style-type: none"> Chair of Governors Link Governor for Year 3 & Science 	<i>Present</i>
Tina Jaffray (FJ)	Co-opted	<ul style="list-style-type: none"> Vice Chair of Governors Link Governor for Year 5 & Geography 	<i>Present</i>
Marc Titeux (MT)	Headteacher	<ul style="list-style-type: none"> Ex-officio 	<i>Present</i>
Sheila O'Neill (SO'N)	Co-opted	<ul style="list-style-type: none"> Deputy Headteacher 	<i>Apologies</i>
Jennifer McCaffrey (JMc)	Co-opted	<ul style="list-style-type: none"> Assistant Headteacher 	<i>Present</i>
Jane Manley (JM)	Co-opted	<ul style="list-style-type: none"> Link Governor for Year 2 & RE 	<i>Apologies</i>
Munira Raja (MuR)	Parent	<ul style="list-style-type: none"> Link Governor for Reception & KS2 English 	<i>Present</i>
Anne Lim (AL)	LA	<ul style="list-style-type: none"> Link Governor for Year 4 Safeguarding Governor 	<i>Present</i>
Alice-Rose Guthrie (AG)	Co-opted		<i>Present</i>
Kenneth Thomas (KT)	-----	<ul style="list-style-type: none"> Link Governor for Year 6 & PE 	<i>Present</i>
Purity Ntombela (PN)	-----	<ul style="list-style-type: none"> Link Governor for Art 	<i>Present</i>
Andrew Halford (AH)	-----	<ul style="list-style-type: none"> Link Governor for Year 6 & Maths 	<i>Present</i>
Oluomi Kaka (TK)	-----	<ul style="list-style-type: none"> Link Governor for Year 1 & KS1 English 	<i>Present</i>
Caroline Costello (CC)	-----	<ul style="list-style-type: none"> Link Governor for Year 2, History & SRE 	<i>Present</i>
Samantha Long (SL)	-----	<ul style="list-style-type: none"> Clerk to the Governors 	<i>Present</i>

Role of The Governing Body:

E - Ensure clarity of vision, ethos and strategic direction.

A - Hold the Headteacher to account for the educational performance of the school and its pupils, and the performance and management of staff.

F - Oversee the financial performance of the school and making sure its money is well spent.

PART ONE – MINUTES:

Item Ref	Agenda Item
027/16-17	Welcome & Introductions
	SC thanked governors for their attendance and all governors introduced themselves.
028/16-17	Apologies for Absence/Declaration of Pecuniary Interest
	Apologies were received from SON and JM which were ACCEPTED.
029/16-17	Declaration of Interest / Pecuniary Interest
030/16-17	Notification of Items for Any Other Business
	The following item was suggested for discussion under “Any Other Business”, which was duly

Chair Initials: _____

<p>ACCEPTED:</p> <ul style="list-style-type: none"> - Proposed Amendment to Uniform Policy - Governors Day, 6th March 2017 - Meeting start times. 	
<p>031/16-17 Adoption of the Minutes from the Meeting on 10th October 2016</p>	
<p><i>Governors were referred to Appendix 1, the minutes from the meeting on 10th October 2016, which were distributed prior to the meeting.</i></p> <p><u>To Agree Minutes of Previous Meeting</u></p> <p>Governors AGREED that the minutes were a true and accurate account of the full governing body meeting held on 10th October 2016 and were RATIFIED by the Governing Body.</p> <p><u>To Discuss any Matters Arising not on the Agenda</u></p> <p>All matters arising from the previous meeting were either noted as complete or on the agenda for today's meeting.</p> <p><u>To Sign Agreed Minutes</u></p> <p>The Chair of Governors signed the minutes of the Full Governing Body meeting held on 10th October 2016.</p> <p style="text-align: right;">Action 031a: SL to file signed minutes (Complete at time of writing)</p>	
<p>032/16-17 Clerk Items</p>	
<p><u>Upcoming Training Opportunities</u></p> <p>SC explained the Governors Support SLA and stressed the importance of training.</p> <p>MT reported that he is looking into training within our cluster of schools. MT requested that any training already booked will be honoured but all other training should be free or from within the cluster. SC informed governors that he is going to try and provide guidance on what training should be taken up, the level of that training and that frequency.</p> <p>MT invited governors to the in-house Safeguarding Training on 16th March 2017 at 10am.</p> <p><u>Appointment of New Governors</u></p> <p>The Governing Body appointed Caroline Costello, Kenneth Thomas, and Purity Ntombela as Parent Governors. Their terms of office are 23/01/2017 – 22/01/2021.</p> <p>The Governing Body appointed Andrew Halford and Olutomi Kaka as a Co-opted Governors. Their terms of office are 23/01/2017 – 22/01/2021.</p>	

<p><u>Link Governor Roles</u></p> <p>The following Link Governor responsibilities were allocated:</p> <p>CC – History, Year 2, SRE AH – Maths, Year 6 PN – Art KT – PE, Year 6 AL – Year 4 OK – Year 1, KS1 English MR – KS2 English MR - Reception</p> <p><u>Appointment of New Governors to Committees</u></p> <p>Resources – CC, PN School Improvement – AH, KT</p>	
<p>033/16-17 Committee Reports</p>	
<p><i>Governors were referred to Appendix 4, the Resources Committee Meeting held on 22nd November 2016, which were distributed prior to the meeting.</i></p> <p>SC summarised what was discussed in the recent Resources Minutes.</p>	
<p>034/16-17 Agenda Items for Postponed SIC Meeting</p>	
<p><u>Maths & English Autumn Term Reports</u></p> <p><i>Governors were referred to Appendices 5a and 5c, the Maths and English Autumn Term Reports, which were distributed prior to the meeting.</i></p> <p>MT informed governors that a lot of this data has been reproduced in the Headteacher’s Report.</p> <p>In the past three years, RGS has been above national average in its Phonics Screening Test results.</p> <p>MT reported that the school have introduced KS1 and KS2 maths and English guidelines so that teachers know what is expected of them in terms of teaching. Regular book scrutinies take place.</p> <p>The Power of Reading is the reading programme that RGS chose to use, the idea behind it is that cross-curricular links are developed, linking themes with exciting texts.</p> <p>The importance and value of volunteers coming into school was highlighted. SC asked when the last time a request went out to parents was. MT confirmed that it is an ongoing campaign and that he would include a plea for more support in the next newsletter.</p> <p style="text-align: right;">Action 034a: MT to request parent volunteers in the next newsletter. (Feb '17)</p> <p>Writing moderation is done within the cluster and internally.</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>

<p>Another author visit took place in the Autumn term for KS1 and we had an incredibly successful storytelling evening - M.G. Leonard, a rising star of the literacy world was the guest of honour and over 200 children attended with their parents.</p> <p>Maths data will be covered later in the agenda - the curriculum follows a similar format to English. The main features are problem solving and reasoning skills. The school are moving towards a more challenging curriculum with the "Am I a Master" initiative which is communicated through children's books.</p> <p>Staff have been involved in in-house training and KS2 Maths Ambassadors are supporting younger pupils. SC asked about the Maths Ambassadors and JMc explained it is an initiative where older pupil premium children "buddy" with younger children, this helps empower the older children.</p> <p><u>Pupil Premium</u></p> <p><i>Governors were referred to Appx. 7, the PP Attainment Gap Analysis Data, which was distributed prior to the meeting.</i></p> <p>JMc explained that with Pupil Premium children, the aim is to narrow the "gap" between them and their peers. Figures highlighted in yellow are where the gap is just above national average, those numbers in green are where the children are doing better than their peers. The schools Pupil Premium mentor works deliberately flexibly so that she can be deployed anywhere in the school.</p> <p>In Year 1 Maths, a gap has emerged. Data will suggest that the current Year 6 will not have the same issues as last year but it is important to monitor ongoing trends.</p> <p>MT reported that some of the SLT are mentoring Year 6 children, this is an opportunity for them to discuss homework and any support they are getting, and whether they feel they need more support and what the school can do about it.</p> <p>MT added that the Pupil Premium mentor made an effort to engage every Pupil Premium family before the schools Story Telling Evening.</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>
<p>035/16-17 Headteacher's Report</p>	
<p><i>Governors were referred to Appendix 8, the Headteacher's Report, which was distributed prior to the meeting.</i></p> <p>Governors heard about the storytelling week which was incredibly successful, with an unprecedented level of interest. The food tasting was very popular and great to see increased involvement.</p> <p>School Roll: There are currently 480 children on roll, the increase in numbers has impacted on resources and the leadership of the school. Overall more children are joining than leaving but there is no common pattern. The largest classes are in Year 2 but we are now in a position where the children are mostly split into three groups. Year 2 are thriving and standards are extremely high.</p> <p>Staff Movements: a new Inclusion Manager will be starting in April.</p> <p>School Context: this information comes from RaiseOnline. The school is a lot bigger than the national average, also with a higher percentage of pupils from ethnic minorities. The number of children eligible for free school meals is in line with national average. SEN figures are generally in line with national average. Stability indicates the number of children that remain in the school from the start of KS1 to the end of KS2, at RGS only 72% remain for this duration which is down 5% on last year. This means that</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>

less than ¾ of children that start Year 1 will still be with us in Year 6. This is quite a fluid situation and there is a big gap in terms of mobility when compared to the national average.	
Attendance: is now really good and in line with national average. The number of children with 96% attendance and over (241) has been a real success story this year. Attendance was reported on by different groups of children, and there were noticeable improvements in the attendance of Pupil Premium and SEND children and SEC children compared with last year.	A
SC asked about the uptake of free school meal eligibility in Key Stage 1 and MT reported that parents are encouraged to let the school know so that they can be given subsidies with uniform, trips and clubs.	F/ A
Safeguarding: there is only one child with a Child Protection Plan at the moment. MT and SON are presently sharing the Child Protection role until the new Inclusion Manager starts in April. A total of 4 disclosures have been made by members of staff concerning pupils, the information was passed onto the Child Protection Officers who then made decisions as to whether to move onto involving a multi-agency group or to deal with it in house. The deployment of Teaching Assistants has been revised in order to target more vulnerable pupils, there are also more robust induction procedures for new staff.	A
School Data: two measures were discussed, progress and attainment. The target in attainment is 80-85% and the schools KPI's measure attainment every term and each child is awarded a score: 0 = unable to access, 1 = emerging, 2 = developing, 3 = secure, 4 mastered. The target for progress is 90-95% which is higher but more in line with the national picture. Once all the data is brought together, staff then have pupil progress meetings where they go through the data with one member of the SLT and Phase Leader, they will discuss what is being done for those children that are not attaining or progressing as they should be. They will come away from the meeting with action points that are reviewed at the next meeting.	A
Maria Coles, our Local Authority School Improvement Partner came to the school twice last year to look at school data and will come in to talk to Ofsted when they arrive. Maria has already graded the school 'Good' for Overall effectiveness and she was content with the improvement in Year 6 performance this year.	E
Reception teachers were asked to provide data for children in specific areas. MT noted that children make a lot more progress in the early years.	A
MT informed governors that he would like to go through the data with them at the Governors Day in March to help them understand the data and to give them a national picture.	A
Attainment in Maths: MT explained that all values are an average of the pupils in that year group in terms of their attainment at that particular time. Year 2 have enrolled four new children which will have had a detrimental effect on overall attainment. Currently in the lower years, the girls attainment is higher than the boys which is unusual. Pupil Premium children in Year 4 are outperforming their peers. In Year 2, PP children are doing better than non-PP children. White-British boys are nationally a concern and have been for many year, but the white British boys at RGS are holding up well.	A
Attainment in Reading: MT reported that there is no gap greater than 1.2, some children may be beginner speakers and have not developed their confidence yet.	A
Progress: MT informed governors that teachers will look at each pupil and make a judgement as to whether that child is above or below expected progress. If they are below, they will be flagged and	A

	<p>focused on. Progress is measured by book bands, moderation and the way that those children are performing against KPI's. It was noted that the gap between Pupil Premium children and their peers is 3% in reading. EAL pupils progress is in line or above. SC highlighted a drop in year 6 figures, and MT confirmed that this will be monitored. AL asked if interventions are spread out throughout the school or are they focused on Year 2 and 6. MT confirmed that they are carried out wherever required.</p> <p>Catering: all is going well and the numbers are high. Glebe are very happy with the service and another school are coming to visit in March to explore the possibility of buying meals from RGS.</p> <p>Finance: at the moment there is a surplus of 9.2% and the school aims to have a surplus of between 5-8% at the end of the year.</p> <p>Premises: a new Assistant Site Manager has started which has made a difference in terms of workload. The cleaners are working more efficiently.</p> <p>There have been no leaks from the roof, despite the heavy rainfall. The school have spoken to the company who re-felted the leaking section of the roof who are going to come back in to do some patching up work.</p>	<p>F</p> <p>F</p> <p>F</p> <p>F</p>
036/16-17	RaiseOnline	
	<p><i>Governors were referred to Appendix 9, the Raise Online Data, which was distributed prior to the meeting.</i></p> <p>Raise Online data will be discussed in a separate session with governors.</p>	<p>A</p>
037/16-17	Data Dashboard	
	<p><i>Governors were referred to Appendix 10, the Data Dashboard, which was distributed prior to the meeting.</i></p> <p>MT drew governors attention to the first page with outlined the school's strengths and weaknesses. MT will explain the data in greater depth during the Governor morning on 6th March.</p>	<p>A</p>
038/16-17	Ofsted	
	<p>MT informed governors that it has been 5 years since the school's last Ofsted inspection.</p>	
039/16-17	School Improvement Plan 2016-17	
	<p><i>Governors were referred to Appendix 11, the School Improvement Plan, which was distributed prior to the meeting.</i></p> <p>MT explained that a lot of the objectives are data-driven in terms of end of year outcomes.</p> <p>There are actions which fall under each objective which are "RAG" (Red, Amber, Green) according to how on track the school is with achieving them. There are only a few ambers and 2 red actions to be addressed.</p> <p>It was AGREED that for the next FGB meeting, the impact for each objective would also be RAG rated.</p>	<p>A</p> <p>A</p>

**Action 039a:
MT to RAG-rate the impact of each objective.
May '16**

040/16-17	Safeguarding	
See HT report for more detail.		
041/16-17	Pupil Behaviour	
<p>In October, 7 letters had been sent home to parents regarding behaviour incidents. This figure is now at 50, which is broken down as follows:</p> <p>Physical 41 Swearing 1 Sexual 3 Racist 1 Damaged Property 1 Disobedience 3</p> <p>Whilst this figure is high, it is comparable with this time last year. MT reported that the school is very strict. SC asked if physical would be against other children and MT confirmed that it is.</p> <p>SC asked how the numbers are split across the year groups, MT reported that most of these children are younger or struggling to articulate the difference that they have with other children. This frustration sometimes leads to physical confrontation. Those particular children are being targeted with support from class teachers and SMSA's.</p> <p>SC asked if these numbers are translating into temporary exclusions and MT confirmed that there is one child that has been excluded at lunchtimes but generally this is not the pattern.</p>		<p>A</p> <p>A</p> <p>A</p> <p>A</p>
042/16-17	Primary Quality Mark	
The children that are involved in this initiative have been identified and their parents have been informed about their progress.		A
043/16-17	Governor Newsletter	
TF asked governors to start thinking about their contribution to the termly governor's newsletter.		
044/16-17	Policies for Review & Ratification	
<p><i>Governors were referred to Appendix 12, the Inclusion Information Report, which was distributed prior to the meeting.</i></p> <p>Governors commented that the report would be really useful for parents.</p> <p><i>Governors were referred to Appendix 13, the SEND Policy, which was distributed prior to the meeting.</i></p> <p>Governors RATIFIED the SEND Policy.</p> <p><i>Governors were referred to Appendix 14, the Assessment Policy, which was distributed prior to the</i></p>		A

<p><i>meeting.</i></p> <p>Governors RATIFIED the Assessment Policy.</p> <p><i>Governors were referred to Appendix 14, the Single Equality Policy, which was distributed prior to the meeting.</i></p> <p>MT informed governors that the policy has undergone a minor review and there are new targets.</p> <p>Governors RATIFIED the Single Equality Policy.</p>		A
045/16-17 Any Other Business		
<p><u>Proposed Amendment to Uniform Policy</u></p> <p>Governors AGREED the proposed amendment, which states that hair accessories should be of “reasonable size”.</p> <p><u>Governors Day, 6th March 2017</u></p> <p>Governors AGREED that the format for the Governors day would involve classroom visits and some data training provided by MT.</p> <p><u>Meeting Start Times</u></p> <p>It was AGREED that the start time of all meetings is 6pm.</p>		
046/16-17 Link Governor Reports/Scheduling		
<p>MR reported that she had a useful visit to Reception, it was great to use the SIP alongside the visit. MR noted that she thought the new drop-in stay and play sessions were really good.</p>		
047/16-17 Items for the Agenda for the Next Meeting		
<p>It was AGREED that the following items would be removed from the next agenda:</p> <ul style="list-style-type: none"> - SIC Meeting Agenda Items - RaiseOnline - Data Dashboard 		
048/16-17 Reflection on the Impact of the Work of the Governing Body		
<p>Governors asked about how to expand support from parents with reading.</p> <p>Governors had a long discussion and asked lots of questions about narrowing the gap between non-Pupil Premium children and Pupil Children.</p> <p>Governors heard about and monitored Year 6 progress.</p> <p>Governors made suggestions to further refine the SIP in terms of accessibility.</p>		A A A A

	Action 048a: Add Data Review/Accessibility to next agenda. (Complete at time of writing).	
049/16-17	Date of Next Full Governing Body Meeting: 8 th May 2017	
It was confirmed that the next meeting is scheduled to take place on Monday 8 th May 2017.		

Declaration

I confirm that these minutes are a true and accurate account of the Full Governing Body Meeting, held on Monday 23rd January 2017.

Signed: _____

Position: _____

Date: ____/____/____

APPROVED

Chair Initials: _____