



**Whitchurch Primary School and Nursery**  
**Full Governing Body Meeting, 20<sup>th</sup> October 2022**

**Meeting Attendees:**

<b>Name</b>	<b>Role</b>
Peter Tenconi (PT)	Chair and Co-opted Governor
Paul Smith (PS)	Parent Governor
Caroline Rowley (CR)	Headteacher (ex-officio Governor)
Deepa Samani (DS)	Parent Governor
Martin Thompson-Lawrie (MT)	Deputy Headteacher (Contributor)
Meera Shah (MS)	Parent Governor
Manji Kara (MK)	LA Governor
Maria Nickson (MN)	Staff Governor
Nisha Chikhliia (NS)	Co-opted Governor
Kula Sudhakar (KS)	Parent Governor
Vinay Patel (VPAT)	Observer
Sawan Shah (SSH)	Observer
Rupen Shah (RS)	Co-opted Governor

Clerked by Deepti Bal, Clerk to Governors

## Meeting Record:

Governor Scrutiny/Governor Question (GQ)

Meeting Action

Decision

	Item	Action
1.	<b>Welcome and Introductions</b> PS welcomed Governors.	
2.	<b>Apologies</b> None	
3.	<b>Declarations in Respect of the Agenda</b> None.	
4.	<b>Review of the Previous Minutes and Matters Arising</b>  Minutes of the previous meeting were approved as a true and accurate record.  Matters arising: <ul style="list-style-type: none"> <li>PS felt that, as a governing body, there is a need to think about succession.</li> <li>KS noted that his tenure was coming to an end in December and he is happy to step down in advance to allow a parent governor election to go ahead.</li> <li>CR explained that the school will be moving from DB Primary to GovernorHub.</li> <li>CR confirmed that training has been purchased from Harrow.</li> </ul>	
	<b>Confirmation of Committees</b>  <u>Standards Committee</u> KS, DS, PS, MN, NC, VP. with KS to act as Chair until the next meeting.  <u>Finance Committee</u> PT, PS, RS (with PS to carry on for one meeting and to act as Chair until the next meeting).  CR took an action to start the recruitment process for a Parent Governor and LA Governor.	CR took an action to start the recruitment process for a Parent Governor and LA Governor.

5.	<p><b>Link Roles</b></p> <p><u>Health and Safety</u> Governors noted that this is not a statutory requirement, Governors considered that health and safety matters are covered by the external health and safety auditor and regular reporting through the Finance and Premises committee, and were comfortable with this position.</p> <p><u>Safeguarding</u> DP was happy to continue as Safeguarding Governor.</p> <p><u>SEND</u> NC was appointed as SEND Governor and was mindful to remove herself if there is a conflict of interest (due to her staff role).</p> <p>Governor priorities are to be covered in the Headteachers report.</p>	
6.	<p><b>Headteacher's Report</b></p> <p>Senior Leaders have updated the school's self-evaluation document this half term.</p> <p>CR felt that the school was securely Good, and Outstanding in a number of areas. The judgement area which is least secure is Early Years. Whilst this is 'Good' it remains a key priority for the year.</p> <p>The key descriptor is Quality of Education; until CR is fully confident this is Outstanding it limits the judgements on Leadership &amp; Management and Overall Effectiveness.</p> <p>KS asked how Quality of Education is judged. CR explained that this is a mixture of outcomes (impact), implementation (quality of teaching) and curriculum intent.</p> <p>CR anticipates that the school will enter the Ofsted inspection window in Spring term 2023. The school have a 'Challenge Partners' review scheduled for 21st November 22 - the focus of this review will be maths.</p>	

	<p>The review week subjects are strategically selected. Writing across the school will also be a key line of enquiry.</p> <p>CR felt that over the year, the school would move towards Outstanding.</p> <p>CR explained that the SLT ranked every subject. English and Maths were strong performers. Art and DT are areas for development. Challenge Partners provide Quality Assurance.</p> <p>MTL took an action to send out the deep dive schedule to Governors.</p> <p><u>Pupil roll</u></p> <p>CR explained that the roll has recovered. 15 pupils departed over the summer – the majority of whom moved out of the borough, or for secondary transition. The bottom end of the school is full. The change is in the top end of the school where there are 32 vacancies. The school is doing well in comparison to local schools.</p> <p>KS asked about the ability of those leaving. CR explained that most are ‘high achievers’ and are being replaced by children who were new to acquisition. CR felt it would be worth making links with key secondaries. PT noted an issue to be considered regarding academisation, and the impact of feeders and all through primary schools on the school landscape.</p> <p>MTL felt that this should be considered against the rich and effective offer at Whitchurch.</p> <p>KS asked if destinations of pupils are published and suggested that this might be helpful in demonstrating that pupils who have stayed have gone on, successfully, to their preferred schools. CR explained that Y6 pupils were spoken with regarding transition. For next year, CR will be considering this for Y5s.</p> <p>Tours remain very popular for 2023 and 2024. This week, CR has completed three different tours with 20 families. The reputation in the local community is building – CR receives good parent feedback and hears recommendations from parents to other parents about the school.</p> <p>KS suggested coffee mornings. CR confirmed that these will start shortly.</p>	
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	<p>The largest and fastest growing community at Whitchurch is Romanian. This is not only new families to Reception and Nursery but also existing families having more children join the school. In November 2022 a six week certificated ESOL class was launched in conjunction with Stanmore College. 18 families have been targeted for support (all from the Romanian community). The newly appointed EAL Higher Level Teaching Assistant will run intervention groups for Romanian children on three days each week. The interventions teacher will be running parental support groups with the HLTA to support the Romanian families with strategies for supporting their children at home. There is a direct correlation in data for children new to English and attainment outcomes not being at ARE.</p> <p><u>Parental feedback</u></p> <p>CR is reviewing data in relation to specific year groups and classes. Broadly, CR was delighted with the results and felt they reflect a very positive year. The key positives are strong and positive support of the schools leadership team and that pupils are happy, feel safe and well supported.</p> <p>The general theme, school-wide, in terms of continued development is more clarity about home learning and home learning expectations; specifically, that the school does not have high enough expectations. CR felt that this is a communication issue , rather than not actually having high expectations.</p> <p>Within Harrow the PE and Sports Package is mapped out – the school prepares pupils for competitions and identifies where there are gaps.</p> <p>MN noted that with the new assessment on Get Set, she is logging the number of pupils who are participating in these competitions and events. This also ensures that all PP pupils are logged and benefit from opportunities.</p> <p>From Autumn 2, the school will be offering a wide range of clubs, covering ten of 13 subjects. There are, in total, 40 clubs and these will be confirmed to parents tomorrow. There are small pockets of development in RE, Geography and History. The school will allocate preferences as fairly as possible.</p> <p>CR explained that there is a need to be clear about expectations. Home working is consolidation and not new learning. MTL added that there were home working clubs to support pupils.</p>	
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	<p>CR noted a balance between not putting staff and parents under pressure, whilst setting clear expectations of what is required.</p> <p><u>Target Setting</u></p> <p>The school has been looking at previous years' data and national data. Staff have fed back on what they consider to be realistic and this has been reviewed by leaders to ensure that they are sufficiently ambitious and there is progress.</p> <p>MT provided an example of how the data was presented.</p> <p>In relation to reading (expected):          To be in top 50% of schools, the school would need to meet a target of 57%          To be in top 20% of schools, the school would need to meet a target of 63%          To be in top 5% of schools, the school would need to meet a target of 70%</p> <p>The targets are aspirational and the school aims to be above national wherever possible.</p> <p><u>Staffing</u></p> <p>There are two key vacancies the school is in the process of filling</p> <p>The recent recruitment for the new leader of English was not successful. CR has identified a solution: one AHT will have responsibility writing, handwriting and SPAG and another will have responsibility for reading, phonics and speaking &amp; listening. Each will have a team to support them. This structure will allow the continuation of a whole school overview which is important in reducing the risk of falling back into siloed working.</p> <p>The class teacher vacancy will be Y5 and will replace a teacher taking maternity leave at the beginning of December.</p> <p>The Finance and Resources committee has approved the recruitment of an additional Learning Support Assistant for a period of one year. This Learning Support Assistant will be deployed to support in Y4 and Y6. This is not a structural or permanent change to our budgeted staffing structure.</p>	
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	<p><u>Strategic Priorities</u></p> <p>Strategic Priority 1 – Quality of Education (Curriculum): Evaluate and enrich the curriculum offer, focusing on implementation and impact to ensure pupils are able to know more and remember more in all subject areas.</p> <p>Strategic Priority 2 – Quality of Education (SEND/Inclusion): Evaluate and improve early intervention strategies within quality-first teaching, supporting pupils and families with EAL or additional needs.</p> <p>Strategic Priority 3 – Quality of Early Years Education &amp; Pre-School Offer: Improve the quality and consistency of learning in all areas of EYFS by establishing an outcome-driven partnership with families which includes a review of the pre-school extended offer.</p> <p>Strategic Priority 4 - Leadership, Management &amp; Governance: Research and review options for wider strategic leadership across Harrow, alongside the continued development of distributed leadership and accountability at all levels.</p> <p>Strategic Priority 5 – Stakeholder Wellbeing Mental Health Awareness: Embed a culture of wellbeing, promoting positive relationships across the community.</p> <p>Strategic Priority 6 - Core Outcomes: Expectations and outcomes in English and Maths are driven by high quality teaching which is focused on the continual extension of learning outcomes beyond 'expected'. The development of writing is part of Strategic Priority 6.</p> <p>CR signposted the SDP for information.</p> <p>CR felt that Governors should start to prepare for Ofsted.</p> <p>Ofsted preparation to be delivered to Governors at the next FGB.</p>	
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	<p><u>Events for Autumn</u></p> <p>Governors noted the planned Autumn 2 term events for Governors.</p>	<p>Ofsted preparation to be delivered to Governors at the next FGB.</p>
6.	<p><b>Policies</b></p> <p>The following policies were approved:</p> <ul style="list-style-type: none"> <li>• Safeguarding Policy</li> <li>• Child on Child Abuse Policy</li> <li>• Home Learning Policy</li> </ul> <p>KS noted that some parts of the child on child abuse policy still refer to peer on peer abuse.</p> <p>MTL took an action to ensure references to child on child are consistent.</p>	<p>MTL to ensure references to child on child are consistent.</p>
7.	<p><b>Committee reports and feedback</b></p> <p>Committee reports to be tabled before Headteachers Items going forward and minutes to be made available.</p>	<p>Committee reports to be tabled before Headteachers Items going forward and minutes to be made available.</p>



8.	<p><b>Finance Committee update</b></p> <p>PT noted lots of discussion regarding inflation and the cost of energy. CR felt that the school will benefit from the business cap. The committee reviewed extended services and booking arrangements. CR explained that changes to the childcare policy have been agreed. There was also a school meal update. There are two tender processes taking place – cleaning and catering. Governors reviewed the capital works programme. CR updated Governors in relation to the nursery works. There are some additional works required, including a tree survey, drainage survey, possibly a noise survey and a highways report.</p> <p>MTL noted that the curriculum committee focused on curriculum development, curriculum maps, assessment and framework for subjects. VP was comfortable about the direction the school is taking in relation to the likely Ofsted inspection.</p>	
9.	<p><b>Pay Committee Update</b></p> <p>CR explained that there were two pay committees. The first one agreed the process and the policy. The second considered pay reviews. All teaching staff have had a review of targets and new targets have been set. The pay committee has accepted the recommendations on pay awards. PT felt that the process was robust, compliant and closely followed.</p> <p>PS felt that, in terms of succession, it may be helpful to involve more Governors in the Pay Committee.</p> <p>PT congratulated CR and MTL on the work which they had done over the year.</p>	
10.	<p><b>Complaints</b></p> <p>Arrangements for the Parental Complaint were confirmed for 10am on 10th November – VPAT, KS and DS.</p>	
11.	<p><b>AOB</b></p> <p>Governors asked about academisation plans.</p>	

	CR explained that there is no news from the DfE and academisation is unlikely to be a government priority.	
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**Post Meeting Action Log:**

No	Item	Deadline
1.	CR took to start the recruitment process for a Parent Governor and LA Governor.	
2.	Ofsted preparation to be delivered to Governors at the next FGB.	
3.	MTL to ensure references to child on child are consistent.	
4..	Committee reports to be tabled before Headteachers Items going forward and minutes to be made available.	

Accepted as a true and accurate record by the Chair \_\_\_\_\_