



Whitchurch Primary School and Nursery
Full Governing Body Meeting, 15th December 2022

Meeting Attendees:

Name	Role
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)
Manji Kara (MK)	LA Governor
Maria Nickson (MN)	Staff Governor
Nisha Chikhlia (NS)	Co-opted Governor
Kula Sudhakar (KS)	Parent Governor
Vinay Patel (VPAT)	Parent Governor
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.	Welcome and Introductions PT welcomed Governors.	
2.	Apologies None	
3.	Declarations in Respect of the Agenda None.	
4.	Review of the Previous Minutes and Matters Arising Minutes of the previous meeting were approved as a true and accurate record. One amendment was agreed re. RSs attendance. Matters arising: <ul style="list-style-type: none"> • CR confirmed that she has opened the Parent Governor election. CR will meet with the parent tomorrow but as the deadline has been missed it will likely need to be run again in January. • DB to liaise with the LA regarding the proposed LA Governor who comes from an Education skills background. It was agreed that DB and CR should endeavour to source and propose an alternative LA Governor who complements the skill set of the Board. • Committee reports to be tabled before Headteachers Items going forward and minutes to be made available. <p>ACTION: Parent Governor election to be held.</p> <p>ACTION: DB and CR to source LA Governor and DB to liaise with the LA.</p>	Parent Governor election to be held DB and CR to source LA Governor and DB to liaise with the LA.

5.	<p>Link Governor delegated roles & responsibility (inc Health and Safety Governor)</p> <p>Governors agreed to adopt link governors aligned to strategic priorities. MTL explained that at a school where he was a Governor, each individual governor was then asked to feed back on their allocated strategic priority. This would be in addition to the statutory Safeguarding (DS) and SEND (NC) roles.</p> <p>CR would like to see going forward the Chairs reporting back on Governor oversight and scrutiny at Committees. The aim would be for Governors to come ready for reports. PS felt that he also wanted to ensure a reasonable amount of time was allocated to hear from issues from CR. Governors were in agreement to include Committee meetings at FGB meetings but this would not replace Headteacher reporting. KS suggested that it was left open for all Governors to also attend a Committee meeting if Governors were free so as to gain a holistic picture of school work.</p> <p>The six strategic priority link roles were agreed as follows:</p> <ul style="list-style-type: none"> • Strategic Priority 1: Vinay • Strategic Priority 2: Peter • Strategic Priority 3: Maria • Strategic Priority 4: Rupen • Strategic Priority 5: Paul • Strategic Priority 6: Deepa <p>ACTION: CR agreed to connect Governors with their strategic lead in school.</p>	<p>ACTION: CR agreed to connect Governors with their strategic lead in school.</p>
6.	<p>Committee Updates</p> <p>RS provided a Finance and Resources Committee</p>	

	<p>The budget seems to be sufficient to cover pay awards and performance management uplifts. SS is looking to see if interest can be raised around reserves. Governors remain cautious given inflation. There was a discussion regarding expenditure sign offs and considering if this needs to be lifted up.</p> <p>SS showed comparison of spending income. A key aspect is investigation of energy costs – this could be due to glazing, number of external walls and potentially roof isolation. SS will be looking at energy efficiency. CR noted that the LA survey was completed in the last few years. The solar panels are installed but may not be in operation. MTL felt that there were issues in relation to glazing.</p> <p>The after and before school clubs income were also reviewed – they are well attended. Pupil head count is good.</p> <p>SS did a very good job with the LA audit with an excellent outcome. There will be a financial skills audit of Governors.</p> <p>Staff and COVID related illnesses have impacted site teams. The architect build estimates have come in over budget (three times) and so other plans are being explored. VP asked about the plans for going over budget? CR that this was not committed spend and there is a plan B for a more modest build (ie not a second nursery class). Plan A was to extend a nursery class and add another provision. Plan B would focus primarily on the existing nursery class. Plan C would be to also lose the 2 year old provision. Two year old provisions are very useful for schools. It means children get free 15 hours if the parents are eligible for universal credits. It is was also very useful in terms of getting children ready for Reception.</p> <p>KS provided an update on the Curriculum and Standards Committee.</p> <p>The Committee included presentations from staff on key areas. The data was probed, including the impact of new arrivals. Moderation was also explored – teachers had been quite modest in their</p>	
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	<p>judgments and this has been used to build up more accurate assessments. In all, the data is looking promising.</p> <p>New pupils have been identified and existing pupils settled back into school. Progress is being made but there continues to be progress required. There are 22 EHCP children. SEN support has increased by one third over the past year. The most significant needs are in Y1, Y5 and Y6.</p> <p>Other areas such as parental engagement and children checklist were reviewed. There are robust plans in place. Support for new teachers are in place and training is provided. Governors also probed the approach to homework.</p> <p>The feedback policy was also reviewed. Previously, the feedback policy was not being used consistently nor was it adopted by staff fully. The school has reviewed this and drafted a new policy. Whilst research shows that effective feedback has a very positive impact, marking is only one way of giving feedback. There are other forms of feedback including peer assessment, self assessment, oral feedback, etc.</p> <p>The school has finalised the Maths, Science and English action plans for 2022-2023 and identified strategic priorities for each. The action plans were included for Governor information in the meeting documentation. There will be quality assurance and deep dives in key subjects to monitor progress against priorities.</p> <p>PT asked if the Feedback policy was available? CR confirmed it was on the website.</p> <p>RS asked if was too early to look at internal data in Autumn was it worth looking at this. MN explained that it is helpful to use as a baseline for spring and summer term. The school uses national comparisons and pre-covid data to assess progress. Pupils from Year 4 down do not have the usual data that could be used due to COVID, and so national data is relied upon.</p>	
7.	Headteachers Report	

	<p>CR noted the key elements of her Headteachers report:</p> <p>Governors noted the updates to the SEF. CR felt that this was a useful document however a summary would be produced. A summary of the SDP was also shared. There are some areas of development emerging but these are being addressed - mainly in relation to appointments of staff. The judgements remain unchanged.</p> <p>The intake remains very stable and continues to buck the trend. The school is broadly full with two more children than previously reported. The school is looking at in-year admissions. In terms of leavers, these are in the upper end of the school (Year 5 and 6 – this is mainly to do with secondary transition). Those children who move for those reasons tend to be greater depth pupils.</p> <p>The Challenge Partners review took place. Colleagues from schools across the country go in as a team. CR asked Challenge Partners to unpick the Maths results. It was a very challenging three days with lots of learning including by the maths team. The reviews really gave the Maths team the opportunity to get under the skin of maths and refined their practice. MTL felt that this was a good opportunity for curriculum leads to develop. This fits with the devolved leadership model. Governors reviewed the Challenge Partners Document.</p> <p>PS asked about areas for improvement? CR noted that EBI were linked to pedagogy, calculation policy and use of resources. As a result, four CPD sessions have been booked in for maths.</p> <p>Governors approved the term dates with INSET days for the next academic year. CR to check re. an INSET around Diwali (13th November). CR took an action to explore potentially moving the October date if needed.</p> <p>DECISION: Approval of academic year dates 2023-24.</p> <p>ACTION: CR to review dates for Diwali.</p>	<p>ACTION: CR to review dates for Diwali.</p>
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	<p>Staffing Updates</p> <p>The school have received two resignations and the teachers will be leaving at the end of Autumn term. A Year 4 is leaving after being with the school for 5 years. He is moving abroad to support his family. Mrs Rehman will join for Spring and Summer term taking the class through to the end of the year. She has worked with the school before and is well known to the school. The Nursery teacher is also leaving at the end of term to move to Dubai, the school will be covering this vacancy internally for Spring term and looking to appoint to the permanent nursery and early years teacher at Easter.</p> <p>The Admissions and Attendance officer are retiring after a number of years service. A member of the lunch staff are also leaving.</p> <p>KS asked if the school used TES and what recruitment was like? CR explained that TES has been used recently with some strong appointments. The general recruitment environment is challenging. The school uses an annual subscription to ensure this is as cost effective as possible.</p>	
8.	<p>Pupil Premium</p> <p>Governors noted the PP grant funding. This includes a statement of intent, key drivers. Governors noted p15 which provided an overview of last years outcomes for PP children. There is a gap nationally and in some Year groups, such as Year 2/3 the gap is wider than it should be. The school plans its approach accordingly. MTL is the Pupil Lead. He has reviewed the provision for all year teams, including what the children receive as part of the academic and enrichment offer. There is then a consultation with those families, including what is needed to develop their cultural capital. Another area to develop is running a pupil review week, where rapid achievement plans for each child will be developed. Page 5 documents the challenges and how the barriers are addressed. A number of these students also include other characteristics, such as EAL and SEND etc. Challenges include:</p> <ol style="list-style-type: none"> 1) Teacher assessments, lesson observations, and pupil discussions indicate underdeveloped oral language skills and vocabulary gaps. 2) Procedural fluency, reasoning and problem solving skills in Maths. 	

	<p>3) Progress is slower for PP pupils who fall within two or more groups, such as summer born or SEN in comparison to age-related expectations</p> <p>4) education and wellbeing of many of our disadvantaged pupils have been impacted by partial school closures to a greater extent than for other pupils. This has resulted in increased need for targeted support.</p> <p>5) social and emotional issues for many pupils, including high levels of anxiety and limited real world experiences and a lack of enrichment opportunities.</p> <p>PS asked if there was a concern regarding the relative performance (separate to closing the gap)? MTL explained that the gap was wider than would be expected, however, relatively, this could be explored further.</p> <p>MN asked about support for most able pupil premium children. MTL explained that a policy had been written to support this. The first stage to identify the children who are most able and then develop plans to support pupil premium with their specific interests and talents.</p> <p>KS asked if the funding was ring fenced? CR confirmed that it was but the benefit of the funding through staff appointments for example, could benefit a wider group of children, including non-pupil premium children. However, funding supporting pupil premium children was the primary driver.</p> <p>DECISION: Governors approved the Pupil Premium Report for publication on the website.</p>	
9.	<p>Website</p> <p>DB confirmed that the website is broadly compliant against the DfE checklist for information required to be published by schools - significant advances have been made. The statutory policies have been confirmed. There are a couple of outstanding items relating to SEND and Equality Objectives. This would be checked by Ofsted before a visit and Governors should be assured that the website is broadly</p>	

	compliant. CR is aware of the areas which need to be added in and this is currently being worked on and ensuring that documents are 'three clicks away'	
10.	<p>Policies</p> <p>PT confirmed a complaint from a parent had been received at the last day of term last year. PT reverted as Chair but the parent wished to raise this to a Governor Panel. Part of the outcome was an undertaking to re-look at certain policies including aspects around online safety, cyber bullying and anti bullying. The current anti-bullying policy highlights sections on cyber bullying – it was not on the version which was in place at the time. The new policy addresses this.</p> <p>The other recommendation was to look at the complaints policy upon the recommendation from the Panel. PT noted that the Harrow policy was very ambiguous.</p> <p>PS noted that previous Governing Bodies have adopted a number of versions of the complaints policy. PS requested the minimum deviations from the DfE Model Complaints Policy. CR confirmed that this was done. CR explained that the only additions were key staff names and timeframes.</p> <p>CR noted that she had suggested 10 school days so ensure that complaints were dealt with in a reasonable context. VP felt that 10 days was a healthy amount of time for a complaint to move through the steps.</p> <p>DECISION: Complaints policy was approved.</p>	
11.	<p>Governor Visits and Training</p> <p>PS noted a visit had taken place. DS undertook a safeguarding visit using The Key Safeguarding Governor Audit for Governors. This audit can be accessed via the Hub. DS recommended that Governors ensure that they understand the key safeguarding context and challenges at the school.</p>	<p>MTL to share the Safeguarding Training provided to new staff on a termly basis. Alternatively online</p>

	<p>ACTION: MTL to share the Safeguarding Training provided to new staff on a termly basis. Alternatively online training could also be facilitated.</p> <p>MTL and CR to look at training linked to Strategic Link roles to support Governors in their new roles.</p> <p>PT reminded Governors to update their Training on GovernorHub.</p> <p>ACTION: MTL to circulate the Governor training calendar.</p>	<p>training could also be facilitated.</p> <p>MTL to circulate the Governor training calendar.</p>
12.	<p>AOB</p> <p>CR noted the certain areas of the outdoors needed addressing due to health and safety requirements. This had been developed in the capital works plan. £35k has been allocated for capital works but the quotes are closer to £50k, however. SS asked for approval for this additional spend. The preferred supplier is Placegate which is for £48k. PT agreed that it was sensible and necessary for these works to take place.</p> <p>DECISION: Governors approved Placegate (£48k)</p> <p>Governors thanked KS for his time as a Governor.</p>	

Post Meeting Action Log:

No	Item	Deadline
1.	Parent Governor election to be held	Spring Term
2.	DB and CR to source LA Governor and DB to liaise with the LA regarding their proposed Governor.	Spring Term
3.	CR agreed to connect Governors with their strategic lead in school.	Spring Term
4..	CR to review dates for Diwali to then finalise the academic year dates for 2023.	Spring Term

Accepted as a true and accurate record by the Chair _____