

The London Borough of Richmond upon Thames



Minutes of the meeting of the Governing Body

Wednesday, 4 October 2023 at 6.30pm – virtually

Constitution, Membership and Attendance

LOCAL AUTHORITY – 1	PARENTS – 2	CO-OPTED – 9	STAFF - 2
Alexander Cooksley (Vice Chair)	Nicole Dodsworth	Andrea Fryer	Dermot Bracken
	Rebecca Mathews	John-Paul Gentry	Sam Jeffrey
		Sam Matthewson (Chair)	
		Ryan Buckingham	
Bold = absent		Yusra Ahmad	
		Lucinda Holmes	
		Issy Monckton	
		Vacancy	
		Vacancy	

Also attended: Val Cameron, Assistant Headteacher, Associate Member

Helen Cox, Clerk to the Governors

1.0	Apologies – Alex Cooksley, Ryan Buckingham, Lucinda Holmes and Issy Monckton Note this meeting was originally scheduled to take place on 27 September and was moved to 4 October as a virtual meeting.	Action
2.0	Declarations of interest to be completed by all governors on Governor Hub	All
3.0	Minutes of the last meeting held on 21 June 2023 - approved by all present.	
4.0	Matters arising 5.0 Update the Attendance Policy and circulate via email to FGB – this has been updated and has been reviewed by our Education Welfare Officer. It is ready to be presented to the parents/carers with links to the NHS, Gov.UK and UK Health Security Agency. Discussion took place about whether people are testing for Covid and guidance from the DfE and NHS about Covid – <i>closed</i> . 7.0 Dermot to present at future FGB on what to expect from an inspection at future meeting. Discussion took place about our window of inspection. This will be presented at an in-person meeting – <i>ongoing</i> .	Dermot

	How have governor actions impacted on outcomes for pupils? Nothing to report (start of term).	
5.0	Governance matters – updating the Governing Body Checklist Sam Matthewson explained she intends to stand down before Christmas as her four-year term completes on 11 November 2023. In order to ensure continuity to the Governing Board Sam will extend her term with the intention of stepping down at Christmas once a new Chair has been appointed. Alex Cooksley renewed his term in March 2023 with the plan to stand down before Christmas. Therefore, the election of Chair and Vice-Chair will be postponed. Thank you to Sam and Alex for their contribution to the Governing Body. The Governing Body Checklist was completed. 5.1 Chair and Vice Chair Elections – to be confirmed. 5.2 Appointment of Clerk – Helen Cox. 5.3 Safer Recruitment governors – Dermot Bracken, John-Paul Gentry, Val Cameron and Nicole Dodsworth 5.4 Headteacher’s Performance Management – Andrea Fryer, Sam Matthewson, Yusra Ahmad 5.5 Named Governors 1. Staff Disciplinary – Andrea Fryer, Sam Matthewson and one more 2. Pay Committee – Andrea Fryer, Alex Cooksley and Yusra Ahmad 3. Exclusions Appeals – Andrea Fryer and Rebecca Mathews 4. Child Protection / Safeguarding – Dermot Bracken and Nicole Dodsworth (one other) 5. Premises, Health and Safety – Childre, Families and Community Committee 6. English / Mathematics – Curriculum and Progress Committee 7. Children Looked After – Dermot Bracken 8. SEND – SENCo formal report June, Curriculum and Progress Committee and Rebecca Mathews 9. RSHE – John-Paul Gentry 10. CPD / Training Link – To be confirmed 11. Pupil Premium / PE funding – Dermot Bracken and John-Paul Gentry 12. Quality of Education (was curriculum standards) – Dermot Bracken and John-Paul Gentry 13. Complaints Panel – Andrea Fryer and Sam Matthewson and one more 14. Behaviours and Relationships – To be confirmed 15. English as an Additional Language – To be confirmed (C&P Committee) 16. Equalities Governors – To be confirmed (CFC Committee) 5.6 Committee membership – see Governing Body Checklist 5.7 Year Link Governors – see Governing Body checklist 5.8 Terms of reference for FGB – recently reviewed and approved. The Governing Body Checklist was updated and will be circulated once governors not present at the meeting have been allocated roles.	

	It was noted that the Governors Learning Walk was incredibly helpful. Discussion took place about the Year Link governors. It was explained there are clear dates in the calendar which the teachers can share with the governors about when would be a good time to come into the school.	
6.0	Headteacher's verbal report <u>Contextual information</u> <u>Roll</u> There are 413 pupils currently on roll (196 boys and 217 girls). Falling rolls are affecting schools in the Local Authority and across London. KS2 is full, there are four places in Year 2, one space in Year 1 and two spaces in Reception. Pupils on the disadvantaged register – 6% (this equates to 27 children on roll). Pupils with English as an Additional Language – 71%. <u>SEND Support</u> - 17 pupils on SEN support (11 boys and 6 girls). There are five children with Education, Health and Care Plans. <i>Question – it is often reported in the media about restricting EHCP's, does this impact on Marshgate.</i> At national level many children are being identified as SEND. It is a long process in terms of confirming the number of hours and budgeting. The new Reception children are in full-time. There is a high level of need in this cohort and therefore additional adults have been assigned, but we are not currently in receipt of additional funding. We are seeing increasingly high needs children who have been in nursery who are not on a pathway for assessments, often due to Covid. Therefore, we have to start afresh with the children. <u>Attendance</u> Whole school attendance is currently 97% which is above the national average (94%). Richmond Borough overall last year was 95.1%. Disadvantaged children (27 on roll) have high attendance 95%. SEND children 94% (average is 93% in Richmond). Pupils with an EHC Plans have 99% attendance. <u>Mayor of London KS2 Free School Meals scheme</u> This has increased the uptake of school meals to 83% (348 meals are prepared each day). KS2 school meals uptake is currently 78% compared to 61% this time last year. <i>Question - what difference has the scheme made?</i> It was explained that 186 out of 240 children (78%) of KS2 have school meals. We are being funded to an assumed uptake of 90%. <i>Question – about the contribution from the Mayor of London's office?</i> The expectation is that it is an investment in school kitchen. In terms of pricing £2.65 per meal is being funded with an assumed take up of 90%. <i>Question - so if we went up to 95%, would we have a shortfall?</i> Yes, we would.	

	<u>Safeguarding training</u> All staff undertook new safeguarding training on the September Inset day. <u>Staffing</u> The team settled in well to new school year. All teachers except for Reception have moved year groups. Sam Jeffrey is the Acting SENDCo and Michelle Wrigley has responsibility for Social, Emotional and Mental Health (SEMH). <u>IT update</u> The school has instructed the IT Provider to initiate the works on the new server. There are concerns about where the boundary of responsibility would sit if the works were not completed by our managed service provider, Colwyn. Dermot has requested confirmation from Colwyn they can carry out work by October half term. There was a “power down” from LGFL in the summer holidays and thankfully the server came back subsequently. <u>Results of the parent and carer survey</u> Dermot ran through some of the statistics and percentages of the responses from the summer’s parent and carer survey. These will be put into a document available for governors on Governor Hub. <i>Question what was response rate?</i> 50 out of number of families at the school responded. It was acknowledged this is a good response for market research surveys. <i>Question – what is the mechanism for the governors to get understanding of the percentages.</i> The document will enable Governors to have a good understanding of the figures. Action: Dermot to produce analysis of the Parent and Carer Survey for governors to review at future FGB (to be uploaded to Governor Hub).	Dermot
7.0	School Development Plan (SDP Priorities 2023.2024) Chris Chen, the new School Improvement Partner, met with Dermot and JP to discuss school priorities. These include curriculum, phonics, implementing a new writing scheme, personal development. Discussion took place around parental demand for wrap around care and the current suppliers not meeting the demand. The Resourcing Committee will dedicate time to review and explore this. <i>Question – is pre-school or after school care an issue for parents and prospective parents?</i> Breakfast Club is currently run by Bright Horizons on the Marshgate site. There is definitely need for more provision as many families have both parents working and the expectation is that schools provide this. <i>Question – should we look at taking the provision in-house or outsourcing to an external provider and is there a waiting list?</i> This will be reviewed by the Resourcing Committee and it was acknowledged there is a clear need from current and prospective parents for reasonable child care costs. <i>Question would the PSA get involved?</i> It is not a PSA issue as it is not in their terms of reference. <i>Question whether this was raised in the Parent and Carer survey?</i> Dermot confirmed it was. The library is going to be called the Henry Aylett Library in his memory. The Go-Fund Me fundraising page for his sons has raised £8,730 to date. The Year 5 Snowdon Mountaineers raised	

	£7,484 and half will be donated to the Go-Fund me campaign for Henry's sons. It will be closed in October half term.	
8.0	Reports from Committees	
8.1	Resourcing Committee – meeting held on 12 September 2023 – feedback from Andrea <u>Key updates from meeting</u> • Approval of Delegated Authorities Note the following level for 2023/24 a) The Resourcing Committee can approve all items of specifically allocated budgeted expenditure b) The Resourcing Committee can approve all non-budgeted expenditure up to an amount of £7,500 c) The Resourcing Committee can approve the reallocation of non-allocated budgets and surpluses of prior years' up to an amount of £10,000 d) The Resourcing Committee can delegate the following authorities to the Headteacher: The Headteacher may approve all amounts of specifically allocated budget expenditure. The Headteacher may approve all incidental expenditure up to an amount of £2,500 provided that this can be met from current reserves. Recommendation to keep the delegated authorities the same as last year. Minuted item: Approved by the Full Governing Body. • The committee also discussed room rate increases to school club providers which they are aware of. • Dermot provided an update regarding the IT Server (see minutes for details).	
8.2	Curriculum and Progress Committee – meeting held on 14 September – feedback from Rebecca <u>Key updates from the meeting</u> • Sharing of statutory attainment data (see minutes for questions from the Committee) Grammar Punctuation and Spelling - 92% expected and 63% high scaled score. Reading - 94% expected and 63% high scaled score Maths – historically a strength at Marshgate – expected 96% and 47% high scaled score. Writing - 98% expected standard and 33% greater depth. • Equal Opportunities Policy - This was reviewed by the Committee. The SLT will update this and circulate to the Committee. • School Improvement Summer 2023 report - Discussed with Committee and now available on Governor Hub for all governors. • Update on Phonics Screening check – discussed specific examples for case studies (see minutes for details).	

8.3	Children, Families and Community Committee – meeting held on 22 September 2023 from Nicole <u>Key updates from meetings</u> • Terms of reference agreed. • Plan for the year – discussed how the Committee can meet the objectives. • Equality Information and Objectives document – the Committee reviewed a model document at the meeting and discussed the proposed objectives. The document will be updated and presented to the Committee at the next meeting. • Keeping children safe in Education 2023 – all governors to note they have read on their declarations on Governor Hub.	ALL
9.0	Code of Conduct for the Governing Body All present agreed to abide by the Governing code of conduct and note this on Governor Hub.	
10.0	Proposed Term and Holiday dates 2024.2025 The proposed dates were circulated to the Governors prior to the meeting. Minuted item: Approved by Full Governing Body. These will be sent to all staff, parents and carers.	
11.0	Governor training All governors to look at the School Governance CPD Schedule for 2023-2024 version 3 (available on Governor Hub).	
12.0	Open and closed meetings The FGB agreed all meetings will be “closed”.	
13.0	Any other Business Governors expressed their thanks and appreciation to Helen Cox in her role as Clerk. Val invited all governors to attend the PSA Winter Fair on Saturday, 25 November 2023.	

The meeting ended at 8.55pm

Signed by the Chair _____ Date _____

Printed name Sam Matthewson

Summary of Actions – 4 October 2023

	Details	Action
2.0	Declarations of interest to be completed by all governors on Governor Hub	All
4.0	Dermot to present at future FGB on what to expect from an inspection at future meeting.	Dermot
6.0	Dermot to produce analysis of the Parent and Carer Survey for governors to review at future FGB (to be uploaded to Governor Hub).	Dermot
8.3	Keeping children safe in Education 2023 – all governors to note they have read on their declarations on Governor Hub.	All