

# The London Borough of Richmond upon Thames



## Minutes of the meeting of the Governing Body

Wednesday, 7 February 2024 at 6.30pm at school

### Constitution, Membership and Attendance

| LOCAL AUTHORITY – 1 | PARENTS – 2      | CO-OPTED – 9                       | STAFF - 2      |
|---------------------|------------------|------------------------------------|----------------|
| Jonathan Hurn       | Nicole Dodsworth | <b>Yusra Ahmad</b>                 | Dermot Bracken |
|                     | Rebecca Mathews  | Ryan Buckingham (Chair)            | Sam Jeffrey    |
|                     |                  | <b>Lucinda Holmes (Vice-Chair)</b> |                |
|                     |                  | <b>John-Paul Gentry</b>            |                |
|                     |                  | Adam Hammond                       |                |
| Bold = absent       |                  | <b>Issy Monckton</b>               |                |
|                     |                  | Alex Willoughby                    |                |
|                     |                  | Charles Wolford                    |                |
|                     |                  | Vacancy                            |                |

Also attended:

Val Cameron, Assistant Headteacher, Associate Member

Helen Cox, Clerk to the Governors

|     |                                                                                                                                                                                                                                                                                                                                                                |               |
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| 1.0 | <b>Apologies</b> – Yusra Ahmad, Lucinda Holmes, John-Paul Gentry, Issy Monckton and Andrea Fryer                                                                                                                                                                                                                                                               | <b>Action</b> |
| 2.0 | <b>Welcome to the new governors and update</b> – Adam Hammond and Charles Wolford were introduced and welcomed to the FGB. Both are joining as Co-opted Governors.<br><br>Andrea Fryer has moved to the Associate Member category after serving since 2012 on the governing board. Thank you to Andrea for her support as a Co-opted Governor all these years. |               |
| 3.0 | <b>Declarations of interest</b> – all governors to check they have completed Declarations of Interest on Governors Hub.                                                                                                                                                                                                                                        | ALL           |
| 4.0 | <b>Minutes of the last meeting held on 29 November 2023</b> - approved by all present.                                                                                                                                                                                                                                                                         |               |

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| 5.0 | <p><b>Matters arising</b></p> <p>8.0 KS2 results – Curriculum and Progress Committee to follow up on analysis – closed (see Committee minutes).</p> <p>10.0 Governing Body Checklist to be updated and put on Governor Hub – closed and new agenda item below.</p> <p><b>How have governor actions impacted on outcomes for pupils?</b></p> <p>Lucinda visited the Year 1 classrooms in her Year Link Governor capacity.</p> <p>Rebecca and Nicole at helped and ran stalls at the International Day food market.</p> <p>Members of the CFC Committee popped in to see the International Day food market as part of International Week. They noted it was a very well organised and a community event.</p> <p><b>Minuted item: thanks to Michelle Wrigley and Mabel Banks for the organisation of this wonderful event.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| 6.0 | <p><b>Headteacher’s verbal report</b></p> <p><b>Contextual data</b></p> <p><u>Roll</u></p> <p>408 children on roll out of 420 places available (193 boys and 215 girls).</p> <p>8% of pupils are “disadvantaged” and on the Pupil Premium Grant register which is lower than the national average.</p> <p>Multi Lingual Learners (previously EAL) - remains at 71% and children have varying degrees of proficiency in English.</p> <p>Nine children with an Education and Health Care Plan (EHCP).</p> <p><i>Question – are the current twelve vacancies unusually high?</i> Dermot explained he looked at the statistics for this time last year and it was 413. The highest the roll has been this year has been 416.</p> <p><u>Attendance</u></p> <p>Whole school attendance currently whole school 96%, the target is 97%. For pupils on the PPG register it stands at 94%, for pupils on the SEN register it stands at 93%. Dermot explained attendance is key agenda item for the DfE who particularly focus on attendance for pupils on the PPG and SEN registers.</p> <p>For children with an EHCP attendance stands at 89%. Dermot explained that two children have had reasons for low attendance and this is impacting that category of nine pupils currently (up from five last year).</p> <p><u>Admissions</u></p> <p>The number of first choice preferences for Marshgate starting Reception in 2024 is 65 and second choices 68. Parents have the opportunity to list up to six schools.</p> <p><i>Question - does that mean all the places are filled?</i> Parents/Carers will be informed in April. There is always some movement over the summer term and it will level out in the first weeks of September. This led to a discussion about pupil numbers.</p> |  |

### School Improvement Priorities

Dermot explained one of the current priorities is the development of subject leaders as part of the development of the curriculum across the school.

Polly Jones, Assistant Head at another local school, has led two insets on subject leadership and is an example of school-to-school support activities that are currently taking place.

We continue to get support from the school improvement Partner, Chris Chen. She is very knowledgeable and supportive. This is an option for all schools through the Local Authority under AfC's SPARK Premium SLA.

The introduction of new writing scheme is another school priority. It is the Jane Considine Scheme. Kirsty Edwards and Fay Richards are both leading on writing and are working on embedding the writing scheme.

The third school development priority is personal development. Both wrap-around care and SEMH for pupils are captured within this priority.

Michelle Wrigley is the Social, Emotional and Mental Health (SEMH) Lead. Our ELSA (Emotional Literacy Support Assistant) is Wendy Forrester who provides valuable support for children in one-to-one sessions.

### Continuing Professional Development

Staff continue to avail of training available. For example, our new SEMH lead has been on bespoke training. The Subject Leader networks with other local primary schools are very valuable. There are three Early Career Teachers at Marshgate presently. A quality assurance check by the appropriate body (Wandle Teaching Hub) which took place in the autumn term was very complimentary of the exceptional support in place for ECTs at Marshgate. This is led by Nikki McClenning (Mentor) and JP Gentry (Induction Tutor).

Dermot is attending the Headteachers' residential conference at end of February. He has also attended the locality meetings at Christ's School where Headteachers discussed joint moderation. In addition, teachers have had valuable networking opportunity for teachers meeting other teachers in their year groups.

Discussion took place about the transition from primary to secondary school and helping children settle into new schools and whether it would be useful for teachers from secondary schools to spend time in the classrooms.

Sam explained secondary transition has been discussed with the SENDCO locality and how our SEND pupils move to their next setting, for example a specialist secondary school or a mainstream school with an EHCP and how to make sure it is as smooth as possible for more vulnerable children.

### Online safety

There has been inappropriate use of social media by Year 6 pupils. This has been addressed and our local Police Liaison Officer will come to speak to the pupils about this and about anti-social behaviour.

### Budget

The school will present the final budget on 30 June and the Schools Financial Value Standard document needs to be submitted to the Local Authority by 22 March 2024.

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|     | <p><u>Staffing</u></p> <p>Staffing is currently stable.</p> <p><u>IT server</u></p> <p>Dermot has met with the new service Manager from Colwyn and the migration update works will be expedited.</p> <p><u>International Week</u></p> <p>This was a great success and very much enjoyed by all.</p> <p><u>Music event</u></p> <p>The Year 5 and 6 Choir went to the Young Voices event at the O2 Arena. Thank you to Rachel Valero, Mabel Banks, Jacqui Freedman, Marie Giles and Helen Cox for attending. Thank you to the Finance and Office team for the work involved prior to the event.</p> <p>Dermot explained the music offer at Marshgate is very strong. Rachel Valero teaches three days a week and Mabel Banks runs the Year 3 and 4 Choir. We also have a lot of external music tuition provided by the Richmond Music Trust, the Orchestra and Rock Bandz.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| 7.0 | <b>Reports from Committees</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 7.1 | <p>Resourcing Committee – meeting held on 16 January 2024 – feedback from Dermot Bracken</p> <p><b><u>Key updates from meeting</u></b></p> <ul style="list-style-type: none"> <li>Andrea has become an Associate Member and Governor Support have confirmed she can be Vice-Chair in this capacity. Thank you to Andrea for her continued support of the Resourcing Committee. The Committee does need a Chair to be appointed.</li> <li>The before school and after school wrap around care was discussed at length. This is a DfE and Local Authority area of focus. Dermot explained we need to raise capacity for our families for current and prospective parents. Bright Horizons runs the Breakfast club and places are twenty-four.</li> </ul> <p><i>Question - are there regular places or can parents book ad hoc places for the breakfast club?</i></p> <p>There are a few ad hoc places at the after-school club. Dermot is liaising with the other PFI schools what their arrangements are. The current after school club is a long-standing provision. This was discussed at length by the Committee. See Committee minutes for action plan.</p> <ul style="list-style-type: none"> <li>Update on Budget Monitoring Report (period 8) was reviewed.</li> <li>A Benchmarking Report was reviewed looking at other schools with similar characteristics.</li> </ul> |  |
| 7.2 | <p><b>Curriculum and Progress Committee</b> – meeting held on 19 January 2024 – feedback from Ryan Buckingham</p> <ul style="list-style-type: none"> <li>Equal Opportunities Policy - good discussion took place at Committee level. The policy needs a re-write - ongoing.</li> <li>The Committee listened to an interesting presentation by Kim Davies on Design Technology and the new scheme of work called KaPow Primary. This is a resource for teachers in the foundation, non-core subjects. It has helpful instructions and videos for the teachers and</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |

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|     | <p>pupils. Thanks to Sam Jeffrey for his research for KaPow which he explained is very good from a teacher training perspective.</p> <ul style="list-style-type: none"> <li>• The Committee listened to an informative presentation by Val Cameron on Multi Lingual Learners (MLL). This is the new term for English as an Additional Language. All agreed this is a more positive term. Information was provided about scaffolding and mechanisms for integrating pupils who are Multi Lingual Learners. Val shared data with the committee on how the pupils are progressing.</li> <li>• Dermot provided information about the KS2 results to the Committee. The results for 2023 were very good. The governors present thanked all the staff involved throughout the years.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |
| 7.3 | <p><b>Children, Families and Community Committee</b> – meeting held on 2 February 2024 from Nicole Dodsworth</p> <ul style="list-style-type: none"> <li>• The Committee discussed the school's invacuation alarm system (Bodet) which is currently being tested and modified. This is an ongoing agenda item for this committee.</li> <li>• The Complaints Policy and Procedure was reviewed and approved.</li> <li>• The Complaints – Policy for managing serial and unreasonable complaints was reviewed and approved.</li> <li>• The Committee listened to a presentation on the proposed Behaviours and Relationships Policy by Dermot and had the opportunity to ask questions. This is on-going.</li> <li>• Some Committee members visited the International Day Food Market after the meeting which they were very impressed with.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |
| 8.0 | <p><b>Information about Ofsted inspections from Dermot</b></p> <p>The governors listened to a presentation and had opportunity to ask questions on:</p> <ul style="list-style-type: none"> <li>• To provide an overview of the Education Inspection Framework (EIF)</li> <li>• To clarify the inspection process</li> <li>• To clarify the role of Governors in the inspection process.</li> </ul> <p>Dermot explained in a graded inspection, the following areas are graded using a four-point scale</p> <p>Overall effectiveness</p> <p>Quality of education</p> <p>Behaviour and attitudes</p> <p>Personal development</p> <p>Leadership and management</p> <p>Sixth Form or Early Years (where appropriate)</p> <p>Safeguarding is judged as either effective or not.</p> <p>Under the previous framework there were many outstanding schools, the new EIF is not a like for like grade. The four grades are Grade 1 – Outstanding, Grade 2 – Good, Grade 3 - Requires Improvement and Grade 4 – Inadequate.</p> <p>Key questions for governors to consider were shared and discussed.</p> <p>The presentation is available on Governor Hub for the Marshgate governors to review.</p> <p><b>Action: all governors to read the presentation about Ofsted inspections prior to next FGB.</b></p> | ALL |

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| 9.0  | <b>Committee membership (Governing Body Checklist)</b><br>Committee membership was reviewed and updated in the light of the new recent governor appointments.                                                                                                                                                                                                                                                                                                                |     |
| 10.0 | <b>Governor Training – assessment and feedback from courses attended</b><br>“Understanding the Early Years Foundation” – Jonathan reported this was useful.<br>“Getting it right as a Parent Governor” – Rebecca reported this was very informative.                                                                                                                                                                                                                         |     |
| 11.0 | <b>Any other business</b><br>Newsletter articles by governors discussed.<br>Pen profiles/bio of each governor for the website or future newsletter discussed.<br>Discussion about badges to be made with photos for the governors.<br>Virtual or in-person meetings discussed – it was agreed that going forward the FGB will be in person.<br>Timings of meetings discussed (these are dependent on committee members). The FGB works in the evening after the working day. | ALL |

The meeting ended at 8.25pm

Signed by the Chair \_\_\_\_\_ Date \_\_\_\_\_

Printed name Ryan Buckingham

#### **Summary of Actions – 7 February 2024**

|      | <b>Details</b>                                                                                                   | <b>Action</b> |
|------|------------------------------------------------------------------------------------------------------------------|---------------|
| 3.0  | Declarations of interest – all governors to check they have completed Declarations of Interest on Governors Hub. | ALL           |
| 8.0  | All governors to read the presentation about Ofsted inspections prior to next FGB.                               | ALL           |
| 11.0 | Pen profiles/bio of each governor for the website or future newsletter discussed.                                | ALL           |