

The London Borough of Richmond upon Thames



Minutes of the meeting of the Governing Body

Wednesday, 20 March 2024 at 6.30pm at school

Constitution, Membership and Attendance

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

Also attended:

Val Cameron, Assistant Headteacher, Associate Member

Helen Cox, Clerk to the Governors

1.0	Apologies – Alex Willoughby, Jonathan Hurn, Issy Monckton, Charles Wolford and Andrea Fryer	Action
2.0	Welcome	
3.0	Declarations of interest – none.	
4.0	Minutes of the last meeting held on 7 February 2024 - approved by all present.	
5.0	Matters arising 3.0 Declarations of interest – all governors to check they have completed Declarations of Interest on Governors Hub – closed. 8.0 All governors to read the presentation about Ofsted inspections prior to next FGB – see below agenda item. 11.0 Pen Profiles/bio of each governor for the newsletter/website – ongoing.	

	How governor actions impacted on outcomes for pupils? The CFC committee attended the Tadpole class assembly. All reported it was very enjoyable.	
6.0	Headteacher's written report Thanks to the governors for their involvement with the school. The report features photographs from World Book Day and Dermot outlined the importance of reading for all children. Contextual data <u>Roll</u> There are 411 children on roll out of 420 places available (216 girls and 195 boys). 28 pupils (7%) are "disadvantaged" and on the Pupil Premium Register which is below the national average. Multi Lingual Learners remains at 71% (292 pupils). The figures for special educational needs are on the rise with thirteen pupils receiving SEN Support and nine children with an Education and Health Care Plan (EHCP). <u>Reports</u> Two referrals have been made to the Single Point of Access (SPA) for social care. One racist incident has been logged with the Local Authority. <i>Question - was this internal event at school or outside during the school day? How is it dealt with, how is it logged and is the information used by the Local Authority?</i> Dermot explained to the governors present what the incident involved and the processes followed. No personal data was shared in this explanation. <i>Question asked about the SPA referrals?</i> Dermot explained the process for making a referral through the logging onto the safeguarding software (CPOMS). No personal data was shared in this explanation. <i>Question asked about the rise of EHCP referrals?</i> Sam explained Marshgate is closer to the local averages rather than the national average. SEN support is Marshgate's internal level of support where we identify children who require adaptive teaching. If a child has an EHCP they will have targets and an annual review. This is a statutory legal document which obliges the school to put the measures in to help the child achieve those targets. <i>Question – are there better detection methods now?</i> Sam explained knowledge of SEN is growing compared to ten or fifteen years ago. For example, a child who would have not been on SEN support then would now fall into that category. There has been a lot of research around masking, for example if a child is not presenting with needs at school, but shows at home. In particular, more evidence reflects that girls are better at masking. In addition, nurseries are increasingly identifying needs more, therefore more children joining Reception have an EHCP. Discussion took place about the perception of automatically having one-to-one adult support. <i>Question - does the EHCP continue to secondary school?</i> The plan continues through to the age of 25. <u>Attendance</u> Whole school attendance is 96%. For pupils on the PPG register it is at 94%. The target remains at 97%. For pupils with SEND support 96% and those with an EHCP 89%. Dermot contextualised this figure with an explanation for the governors.	

Marshgate is in a strong position with attendance, but we are always ambitious to increase attendance. Persistent Absence is 8% (a child with 90% attendance or below).

School Improvement Priorities

1. To further develop the whole school curriculum offer, through improving the leadership of subject areas.

Subject leaders are given release time from class to monitoring what their subject look likes in different year groups.

Discussion took place about the methods in class to allow children who are MLLs to have time to answer questions and about the importance of encouraging parents to speak their first language at home.

Question – does it make it harder to identify children who may need SEN support if we have a high percentage of children who are Multi Lingual Learners? It can make a difference and time is needed to focus on their progress. Governors present noted there is a partnership between the school and the parents.

2. To ensure that the school's approach to writing secures good progress and outcomes for all pupil groups.

The Curriculum and Progress Committee recently heard the presentation about Writing and Phonics and Early Reading (see minutes for details).

Question – when will we see the results of the new writing scheme? JP explained since the Pandemic stamina for writing has been a focus. Nationally and in the borough percentages for writing are lower. As a school it was decided it was a time to change our approach. This new approach carefully considers the purpose and what the audience is, rather than writing just to genre. High quality texts are embedded in our new writing approach as our GPS (Grammar, Punctuation and Spellings) objectives.

3. To enhance the personal development and well-being/SEMH (social, emotional and mental health) of pupils, including a wrap-around provision and wider opportunities for all pupils.

Wrap around care has been discussed by the Resourcing Committee.

The SEMH Lead, Michelle Wrigley, has attended training which she has reported to be very good. Marshgate is part of the locality mental health support team.

Summary of the spring School Improvement Partner Report shared in Headteacher's report.

Discussion took place about parent consultation meetings with the teachers, the transition to secondary schools, ongoing curriculum developments, multilingualism at Marshgate, equality objectives and the effectiveness of the CPD programme.

Attainment targets for 2023/2024

These were shared in the report. The children in Year 6 are currently taking practice SATs papers.

Letter from Rt Hon Damian Hinds MP (Minister for Schools) to Marshgate shared with governors in the report.

Minuted item: governors present acknowledged the hard work of the whole Marshgate team for the excellent school results in 2023.

7.0	FGB Understanding the EIF and Preparing for Inspection – follow up questions for Governors All governors were invited to read and digest the information on the presentation from the previous meeting. All noted it was helpful to note prior to each committee meeting.	
8.0	Reports from Committees	
8.1	Resourcing Committee – meeting held on 5 March 2024 – feedback from Yusra Ahmad <u>Key updates from meeting</u> - Yusra has taken over as the Chair on a temporary basis. - The school draft budget 2024.2025 was due to be reviewed by the Committee at an “Extra” meeting with Julia Doherty, Bursar, present. - After school club provision for September – the committee are looking at a new proposal for possible interim arrangement. - Budget monitoring report Period 11 was reviewed. - Continuing Professional Development – documents uploaded to Governor Hub for all governors to read to help. JP explained this is to link the school context and school priorities. <i>Question – do the teachers who have taken on subject leads get extra training?</i> They attend subject lead co-ordinator meetings across the borough and use the AfC training portal to seek out training/CPD. - Schools Financial Value Standard document – this is complete, thanks to Andrea, Yusra and Julia Doherty. <i>Available on Governor Hub for governors to read.</i> - IT outsourcing project – there is a new contracts manager for the IT provider. Adam will be the point of contact regarding the Disaster Recovery Plan from the IT provider.	
8.2	Curriculum and Progress Committee – meeting held on 8 March 2024 – feedback from Ryan Buckingham - Equal Opportunities Policy – ongoing. - Presentation on Writing delivered by Kirsty Edwards (also produced by Fay Richards). The Committee reported it was a very thorough and interesting presentation. - Presentation on Phonics and Early Reading delivered by Val Cameron and Helen Gray. The Committee reported it was a really detailed and thorough walk through the use of Read Write Inc, how the Phonics scheme is evaluated and used. - CPD – discussion at Committee level regarding the documents on Governor Hub. - Training for Governing Board discussed.	
8.3	Children, Families and Community Committee – meeting held on 15 March 2024 from Nicole Dodsworth - 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 - The Health and Safety Policy was updated. However, there is no mention about invacuation and Lockdown procedure, therefore this will be added prior to the next Committee meeting. - The Behaviours and Relationships Policy has been reviewed and approved subject to a slight addition from Dermot. This marks a change from the previous policy. - The Admissions Policy was reviewed. However, it was agreed by the Committee the Office Manager and Headteacher will liaise with the Admissions Team at the Local authority to ensure it is compliant and up to date.	

	Governors on the Committee attended the Tadpole assembly.	
9.0	Proposed term and holiday dates 2025/2026 These were circulated to the governors prior to the meeting. Minuted item: Term and holiday dates agreed by the governors present. To be circulated to parents, carers and staff. <i>However, this is subject to change as the Local Authority requested feedback from schools about the suggested date range after the document for Marshgate was created. If the Local Authority keep with "option 1" these dates are approved. This information is presented to the parents and carers as early as possible to assist with planning any future holidays and the hope that this reduces term time absences.</i>	
10.0	Governor Training – assessment and feedback from courses attended Lucinda – An Introduction to Primary Statutory Assessment for Governors on 18 March. Alex and Jonny - New Governors - Understanding your Role on 12 March.	
11.0	Any other business <i>Question – are SATs taking place in Year 2? The school will use the papers to support teacher assessments. The Reception Baseline tests, Year 1 Phonics tests and Year 4 multiplication times tables tests will all take place in addition to Year 6 SATs.</i>	

The meeting ended at 8.10pm

Signed by the Chair _____ Date _____

Printed name Ryan Buckingham

Summary of Actions – 20 March 2024

	Details	Action
3.0	Pen profiles/bio of each governor for the website or future newsletter discussed.	ALL