

The London Borough of Richmond upon Thames



Minutes of the meeting of the Governing Body

Wednesday, 22 May 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 and Associate Member

Helen Cox, Clerk to the Governors

1.0	Apologies – Issy Monckton, Sam Jeffrey, Adam Hammond and Andrea Fryer (Associate Member)	Action
2.0	Declarations of interest – none.	
3.0	Minutes of the last meeting held on 20 March 2024 - approved by all present.	
4.0	Matters arising 3.0 Pen profiles/bio of each governor for the website or future newsletter discussed – on going. How governor actions impacted on outcomes for pupils? Rebecca joined a year group trip to Kew Gardens. Rebecca for her legal knowledge and skillset regarding staffing issues. Lucinda observed the formal administration processes of the Year 6 SATs with Dermot. Nicole attended a music concert at school noting the wider opportunities for children.	All

5.0	Headteacher's verbal report Contextual data <u>Roll</u> There are 411 children on roll out of 420 places available (215 girls and 196 boys). Twenty-seven pupils (6.5%) are “disadvantaged” and on the Pupil Premium Register which is below the national average. Multilingual Learners remains at 70%. The figures for special educational needs are on the rise with fourteen pupils (3.4%) receiving SEN Support and nine children with an Education and Health Care Plan (EHCP) (2.2%) Fifty-five children starting in Reception in September 2024. There is a waiting list and offers are currently being made by the Admissions Team. Discussion took place about whether this is in line with other local schools. <u>Attendance</u> The target is 100%, but minimum expectation for whole school attendance is 97%. Attendance is a high-profile issue with Ofsted and DfE. At Marshgate we maintain a high expectation. Whole school attendance is currently at 96% to date. For pupils on the PPG register it is at 94%. This is higher than the whole school average nationally. <i>Question – will the current norovirus affect the attendance figures?</i> Dermot explained he has made the parent/carer community aware there is a virus is circulating and to remind them about the 48-hour rule of keeping children at home if they have vomited or had diarrhoea. Attendance for pupils with EHCP is 88%. Dermot contextualised this figure with an explanation for the governors. <i>Question - what does the trend look like – is it improving or are you seeing a trend change?</i> Dermot explained he was aware of the high attendance percentages prior to him becoming the Headteacher and Marshgate has returned to similar levels that were in place pre-Covid. 90% attendance or below is classified as persistent absenteeism. The only figure that has dropped are pupils with an EHCP. Attendance for pupils on SEN Support is 98% and it was noted this is excellent for this group of pupils. In terms of trends this has increased over time. <u>Staffing update</u> The May half term is the resignation date for teachers. There are more teachers leaving this year than other years. Dermot provided an explanation of which teachers are leaving and explained it is important to be reflective on staff movement. Teachers are moving on to broaden their experiences of different educational settings, working closer to home, relocating to a different part of the country, or taking a break from teaching. There will be an affect with key leadership roles. Retaining and recruitment needs to be a priority for the school. His aim is to ensure a balance of experience of experienced teachers and new teachers. ECTs are being appointed for September 2024. Discussion took place about: new applications; methods of recruitment (E-Teach is used rather than TES); the number of vacancies; whether LinkedIn is a viable avenue for recruitment (it is more industry, rather than educational led); how historically Marshgate has had younger teachers and how this represents a national trend of teachers leaving, particularly after Covid.	
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	<u>SATs</u> Year 6 tests were approached in a calm and confident manner. Dermot thanked all the staff in Year 6; Mr Healy, Miss Edwards, Miss McClenning, Mr Gentry, Mrs Freedman and all staff who have worked with the year group. Dermot made an acknowledgment to JP for all his work prepping staff, timetabling, ensuring all the papers are conducted properly and helping with the timetable variations. <i>Question – was there anything unexpected in the papers?</i> Maths paper two was tricky, but this may be reflected in the marking thresholds. This current Year 6 does not have Year 2 SATs data to compare the progress data. Year 4 multiplication tests start on 4 June for two weeks. Year 1 Statutory Phonics Screening Check (PSC) will take place for all Year 1 pupils during the week beginning Monday, 10 June. Some Year 2 pupils who did not reach the expected standard will also take the tests. <u>School Improvement Partner</u> Our School Improvement Partner has conducted a joint learning walk with Dermot which was very positive. This will be reported to governors in the summer term SIP report. <u>End of year reports</u> Dermot explained there are changes to the format in response to teacher feedback. The new format has a more contemporary appearance and the expectation for amount of written comments from teachers has been reduced.	
6.0	Reports from Committees	
6.1	Resourcing Committee – meeting held on 30 April 2024 – feedback from Yusra Ahmad <u>Key updates from meeting</u> • After school club – potential changes with current provision. On-going discussion about whether the proposed provider is ready. • IT project Phase 1 is complete. Email migration took place over the Easter Holidays. Migration of the physical server to the cloud and licensing is an issue. • Draft budget 2024-2025 has been submitted to the Local Authority. The next significant date is the end of June for the final budget. The estimate year end revenue carryover to the next year is positive for Year 1 and Year 2, but a deficit in Year 3. Being net positive at the end of the first two years is unusual and Yusra explained credit should be acknowledged to the School Bursar for this. • Disaster Recovery Plan regarding the IT provision was discussed. • Schools Financial Value Standard document – has been submitted to the Local Authority. Yusra suggested all governors take time to read this. Action: All governors to read the SFVS (available via the Governor Hub). • Premises matters discussed included trees, canopies in the KS1 playground, ventilation in the office and whether lead in paint would have been used (no).	All
6.2	Curriculum and Progress Committee – meeting held on 3 May 2024 – feedback from Ryan Buckingham • Two excellent presentations from the meeting:	

	<u>SEND report by Sam Jeffrey, Acting SENDCo.</u> This provided the governors with interesting statistics, an explanation about Quality First Teaching, discussion about top up funding, how SENSPs and concern forms have been updated, the tracking systems for interventions with LSPs and provision mapping has been updated. It was noted there is a slight increase for the incoming Reception cohort, but this is in line with figures nationally. The SEND Policy was approved. The SEND Information report was reviewed and approved. <u>Music written report from Rachel Valero.</u> This was delivered by JP Gentry. Music at Marshgate is a strength and there is more focus on developing knowledge and skills in composition. The school has moved to the SingUp Curriculum, we previously used Charanga. Information about all the music wider opportunities for children at Marshgate provided. The music curriculum has been reviewed. See minutes for further detail. • Equal Opportunities policy – on going discussion with Committee about how the Equalities Act 2010 replaced all previous equality legislation and how this is covered in the Equalities Information and Objectives document. Discussion took place how do we have consistency of equal opportunities across all our policies and ensure we have a similar stance/narrative in what we say.	
6.3	Children, Families and Community Committee – meeting held on 17 May 2024 from Nicole Dodsworth • Bodet internal alarm system and action plan discussed. • The Behaviours and Relationships Policy has been reviewed and approved. This will be circulated to parents/carers and staff. Information about zones of regulation and online behaviours was added to the policy. <i>Question – are you seeing children in primary school using mobile phones and social media?</i> Many children in Year 6 have a mobile phone and many have devices such as iPads and Tablets at home. <i>Question – how does the school help the children to be safe?</i> This is taught in PHSE. Phones are put in the trays at school. The children in Year 6 have had a talk from the local community police officer who has reminded the children that the criminal age is ten. It was also acknowledged online safety is a parental responsibility. <i>Question – is there online bullying that takes place?</i> Dermot explained this is a key part of our job, it is the fundamentals of teaching and learning about behaviours online and learning the consequences of their actions. JP explained we have always had robust procedures in place to ensure that the learning for the children is up to date. <i>Question about Chat GPT and using AI to assist with course work. Are we considering that as part of our processes to ensure they are not getting more help with their homework?</i> At the primary phase this is not a concern in terms of their homework. • Health and Safety Policy – updates have been made; this is an ongoing review by the Committee members. • Admissions Policy – this has had an update from the Head of Admissions at the Local Authority and has been approved by the Committee. • Complaints Policy and Procedure Statement – approved by the Committee.	

	Complaints Policy for managing serial and unreasonable complainers – approved by the Committee.	
7.0	Update on proposed term and holiday dates 2025/2026 The Local Authority circulated a choice of three time frames for the 2025/2026 dates. The new proposed dates 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.	Helen
8.0	Governor Training – assessment and feedback from courses attended Lucinda attended the Chair and Vice-Chair training. She fed back that each FGB needs a Sustainability lead. Fay Richards, Reception teacher, currently leads the Eco Committee. All schools should have a Climate Action Plan by 2025. There are micro grants £100 - £500 for sustainability projects which can be applied for from the Local Authority. Lucinda also attended a Governors for Schools webinar called Better Governor Webinar – the 2024 School Governance Guides.	
9.0	Any other business Summer Fair Val invited all governors to join staff on the front gate. Confidential item Discussion took place and approval of expenditure agreed by all present. Distribution of Policy management amongst the committees The CFC Committee currently feels top heavy with policies to review. This is something to be reviewed by the whole FGB. Action: Policies checklist to be circulated to all committees via Governor Hub. Clerk Helen has handed her notice in as Clerk to take effect from July 2024, she has been in the role since November 2008. A recruitment process will take place with the aim for a new Clerk to start in September. However, Helen will stay in place until the end of September 2024 if a new Clerk has not been recruited.	Helen

The meeting ended at 8.45pm

Signed by the Chair _____ Date _____

Printed name Ryan Buckingham

Summary of Actions – 22 May 2024

	Details	Action
4.0	3.0 Pen profiles/bio of each governor for the website or future newsletter discussed.	ALL
6.1	All governors to read the SFVS (available via the Governor Hub).	ALL
7.0	Term and holiday dates agreed by the governors present. To be circulated to parents, carers and staff.	Helen
9.0	Policies checklist to be circulated to all committees via Governor Hub.	Helen