



Minutes of the meeting of the Governing Body

Wednesday, 28 September 2022 at 6.30pm (on the school site)

Constitution, Membership and Attendance

LOCAL AUTHORITY – 1	PARENTS – 2	CO-OPTED – 9	STAFF – 2
Alexander Cooksley	Nicole Dodsworth	Andrea Fryer	Dermot Bracken - Headteacher
	Rebecca Mathews	Arthur Mollett	Sam Jeffrey
		Hermione Ruck Keene	
		John-Paul Gentry	
		Gabriela Vinader	
Bold = absent		Sam Matthewson	
		Spencer Hall	
		Ryan Buckingham	
		Yusra Ahmad	

Also attended: Val Cameron, Assistant Headteacher

Helen Cox, Clerk to the Governors

1.0	Apologies - from Andrea Fryer, Spencer Hall, Gabriela Vinader and Arthur Mollett Welcome to Nicole Dodsworth, Rebecca Mathews and Ryan Buckingham	ACTION
2.0	Declarations of interest – none declared. Action: all governors to log this formally on Governor Hub.	All
3.0	Minutes of the last meeting held on 22 June 2022 - approved by all present.	
4.0	Matters arising <i>How have the governors' actions impacted on the outcomes for pupils?</i> It was explained that we add this question to the agenda as an on-going agenda item. As we are at the beginning of the school year, we do not have anything to add at this point. 5.0 Headteacher's report – the Curriculum and Progress Committee will look at how the school is spending money in relation to the Curriculum budget – closed. 6.3 Safeguarding from a teacher's perspective presentation by Sam Jeffrey – Action: agenda item for spring 1 meeting – on-going.	Sam J
5.0	Governance matters 5.1 Chair and Vice Chair Elections - Sam explained Spencer will be stepping down as Co-Chair and he was thanked for his contribution as Co-Chair. Chair – Sam Matthewson was nominated by Hermione Ruck Keene and Yusra Ahmad	

	Vice-Chair – Alex Cooksley was nominated by Sam Matthewson and Rebecca Mathews. 5.2 Appointment of Clerk – Helen Cox 5.3 Safer Recruitment governors – Dermot Bracken, Hermione Ruck Keene, John-Paul Gentry, Val Cameron. 5.4 Headteacher’s Performance Management – Spencer Hall, Andrea Fryer and Sam Matthewson. Discussion took place about non-staff or non-parent governors completing this training. Action: book training. 5.5 Named governors - Staff Disciplinary – Spencer Hall, Andrea Fryer and Sam Matthewson - Pay Committee – Andrea Fryer, Alex Cooksley and Hermione Ruck Keene - Exclusions Appeals – Andrea Fryer and Yusra Ahmad - Safeguarding – Dermot Bracken, Hermione Ruck Keene and Nicole Dodsworth - Premises, Health and Safety – Dermot Bracken and CFC Committee - English / Mathematics – Curriculum and Progress Committee - Children Looked After – Dermot Bracken - SEND - SENDCo formal report June and Rebecca Mathews - RSHE – John-Paul Gentry - CPD/Training – Sam Matthewson - Pupil Premium / PE funding / Catch up premium – Dermot Bracken and John-Paul Gentry - Curriculum standards – Dermot Bracken and John-Paul Gentry - Complaints panel – Andrea Fryer, Sam Matthewson and Alex Cooksley - Behaviour Management (new) – Dermot Bracken and Hermione Ruck Keene 5.6 Committee membership – see Governing Body Checklist 5.7 Year Link governors – see Governing Body Checklist 5.8 Terms of reference for the FGB. A discussion took place about the document. Action: Sam to review terms of reference for FBG to review. Discussion took place about Year Link Governors. Action: Helen to send email addresses of year group leads and Dermot to talk about at staff meeting.	Yusra, Alex Hermione and Ryan Sam M Helen and Dermot
6.0	Headteacher’s written report (provided via Governor Hub prior to the meeting) Dermot explained we have had a great start to the school year. Quality teaching and learning routines have been established and there is a purposeful atmosphere within the classrooms and beyond. Contextual information: <u>Roll</u> To date 416 pupils are currently on roll out of a possible 420. The school tours are popular and we are nearly full in all year groups except Year 4 and Year 6. <u>Pupils with English as an Additional Language</u> 68% pupils, this represents a three percent rise on the end of year 2021.2022. Dermot explained there is a spectrum of proficiency in English. We have new pupils from Hong Kong and Ukraine this September. In addition, we continue to attract large numbers of families from Turkey. <i>Question whether there is additional support for pupils arriving from Ukraine?</i> Dermot works with the lead advisor at Local Authority with regards to this and measures are in place to support the children. <i>Question - How do the numbers at Marshgate compare to other schools?</i> Dermot explained they are	

	broadly similar. <u>SEND contextual data</u> There are currently twelve pupils on SEN support and six with an Education and Health Care Plan (EHCP). The provision from our SENCo, Emma Jerwood, is excellent. <i>Question – the figures show a higher count for boys (12) compared to girls (6)?</i> Dermot acknowledged that boys present more than girls on SEND. We are in line with the national average. Discussion took place about identifying girls' SEND needs. <u>Attendance data</u> Our international context means we have families who did not see family living overseas due to the Pandemic. However, we are promoting attendance and not authorising term time holidays. Teachers are aware of any falling attendance rates of children and how this impacts on the children's learning. We have a high expectation for the whole school figure (97.5%), it is currently 97%. Looking at disadvantaged pupils (DAPs) the attendance figure is 93.2% and SEND pupils' attendance is 90.37%. Dermot explained the school must prioritise addressing and improving rates of attendance for these vulnerable groups. JP explained also to please bear in mind that the weighting of one child could have a detrimental effect on this percentage figure because of relatively small data sets. <i>Questions about the lower figures for these two groups and what are the support strategies in place?</i> Dermot explained we are very aware of attendance data for individual pupils and our methods for tracking attendance are robust. We review individual children's attendance with the Education Welfare Officer on a half termly basis. Letters/Parent Mail emails will be sent to parents of children whose attendance is lower than 90%. It was noted by those present how important it is to remind parents about the importance of good attendance. This is a school priority for this school year. <u>Parent and Carer survey</u> • The statistics from the survey were shared with the governors in Dermot's report. There were 88 respondents, 22 were anonymous. It was agreed by those present this was a good response rate. • It was observed the results on the whole are really positive and the percentage was good compared to a lot of research results. Discussion took place about the time of year that the survey take place (traditionally it takes place at the end of the summer term). • Discussion took place about the understanding by parents about the word bullying. • School Clubs – Dermot explained the range has increased and have been brought up to pre-Covid levels, this is very much appreciated by the parents and carers. He expressed thanks to the office team and JP for all their work on supporting this area of focus. • There is a demand for wrap around care for the children in the younger year groups and Dermot is currently considering options available to the school. • It was noted there was feedback about the range of subjects offered at Marshgate. The school covers the national curriculum and we fulfil our statutory duty. We have enhanced music lessons and Modern Foreign Languages for KS1 children. Discussion took place whether the wording of the question could be re-written to ensure respondents are clear on the role of the National Curriculum within schools.	
7.0	<u>School Development Priorities 2022.2023</u> 1a) Embed consistency and excellence within the intent, implementation and impact of the Marshgate curriculum, including the EYFS curriculum. 1b) Ensure excellence in the teaching, learning and assessment of phonics and early reading, while promoting reading for pleasure. 1c) To further raise standards in the teaching and learning of writing through increased CPD and sharing of most effective	

	practice. 2) Continue to ensure behaviour and attitudes are exceptional because policy, practices and expectations are clearly understood by all and are fairly and consistently applied. 3) Attendance and Punctuality is excellent. 97.5% is the minimum expectation. 4) Continue to ensure opportunities for pupils' personal development are excellent. 5) Further enhance leadership capacity within the school. 6) Continuous professional development, at all levels, is impacting the outcomes for pupils and raising levels of expertise in key areas. 7) The provision for emotional health and wellbeing of staff and pupils is exceptional. The priorities were reviewed by the Governors present. Discussion took place about behaviours and attitudes at Marshgate which are excellent.	
8.0	Reports from Committees	
8.1	Resourcing Committee – meeting held on 20 September 2022 – feedback from Alex <u>Key updates from meeting</u> - Committee discussed energy price rises, inflation and how this affects Marshgate and the families of pupils. The school is a PFI school and the energy contribution is approximately £21,000. The Retail Price Index increase is applied to the PFI contribution (energy) element. - The Committee reviewed the Approval of Delegated Authorities Delegated authorities and incidental expenditure. The figures below were reviewed: 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 £5,000 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 £2,000 provided that this can be met from current reserves. <i>The Resourcing Committee recommended to the FGB that the non-budgeted expenditure be increased from £5,000 to £7,500</i> Minuted item: Approved by the Full Governing Body <i>The Resourcing Committee recommended to the FGB that all incidental expenditure be increased from £2,000 to £2,500</i> Minuted item: approved by Full Governing Body Therefore, the delegated authorities and incidental expenditure is now as follows: 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.	
8.2	Curriculum and Progress Committee – meeting held on 16 September feedback from Sam Statutory attainment data was shared by Dermot; this is the first data available since	

	2018/2019. The committee reviewed it across the school. Richmond is the highest attaining borough in the country and we expect to exceed the borough average in all KS2, KS1, Phonics and the Early Years Foundation Stage GLD “Good Level of Development” assessment areas. Dermot will share the data at a future FGB meeting. • The School Improvement Partner (SIP) report was analysed by the Committee. Schools are now judged against the new Ofsted framework. • The school has invested in a new Phonics programme called Read, Write Inc. and training has taken place for all staff in class.	
8.3	Children, Families and Community Committee – the meeting was due to be held on 29 September as it had been postponed. Minutes will be available at the next FGB.	
9.0	Code of Conduct The Governors’ Code of Conduct was made available via Governor Hub prior to the meeting. This will be added as a new declaration on Governor Hub. All governors to log on to note declarations.	All
10.0	Proposed term and holiday dates 2023.2024 These were available for Governors on Governor Hub prior to the meeting. Minuted item: reviewed and approved by the FGB. Action: Helen to circulate to whole school.	Helen
11.0	Governor training Discussion took place about benefits of in person training and the timing of virtual training. All governors to look at the training schedule and sign up.	
12.0	Open and closed meetings Explanation provided by Sam Matthewson and after a discussion all agreed these are closed meetings.	
13.0	Any other business Newsletter rota – it was suggested the new governors may wish to write something soon. Parent Mail – request for non-staff governors to be registered on Parent Mail and receive whole school messages. It was agreed this would be beneficial for non-staff and non-parent governors to gain more of an understanding of the daily life at school. Action: Helen to add governors to Parent Mail.	Helen

The meeting ended at 8.40pm

Signed by the Chair _____ Date _____

Printed name Sam Matthewson

Summary of Actions – 28 September 2022

	Details from matters arising	Action
2.0	All Governors to log Declarations of Interest on Governor Hub	All
4.0	6.3 Presentation on “Safeguarding from a teacher’s perspective” to FGB at Spring 1 meeting).	Sam Jeffrey
5.4	Headteacher’s Performance Management – book training.	Yusra, Alex, Hermione and Ryan
5.8	Review terms of reference for FGB to review.	Sam Matthewson
5.8	Year link governors – send Year group lead’s email address and Dermot to speak about at staff meeting.	Helen and Dermot
9.0	All governors to log on to Governor Hub for Code of Conduct.	All
10.0	Add Governors to Parent Mail for whole school messages.	Helen