

The London Borough of Richmond upon Thames



Minutes of the meeting of the Governing Body

Wednesday, 23 November at 6.30pm (virtual)

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 - Gabriela Vinader	ACTION
2.0	Declarations of interest – Nicole Dodsworth – Vice Chair of PSA (noted on Governor Hub)	All
3.0	Minutes of the last meeting held on 28 September 2022 - approved by all present.	
4.0	Matters arising 2.0 Declarations of interest and Governor Code of Conduct – closed. 4.0 Presentation on Safeguarding by Sam Jeffrey – this will take place in the spring 1 meeting – closed. 5.4 Headteacher’s Performance Management course – Hermione, Yusra and Alex to register. Action: Hermione, Yusra and Alex. 5.8 Review of terms of reference – <i>to follow below.</i> 5.8 Year link governors – closed. 9.0 All governors to log on to governor Hub for Code of Conduct – closed. 10.0 Governors added to Parent Mail – closed. How have the governors’ actions impacted on the outcomes for pupils? – ongoing agenda item. Dermot explained the governors have provided very positive support to the staff and by extension the pupils following the death of Henry Aylett (see below).	Hermione, Yusra and Alex

6.0	Headteacher's verbal report <u>Roll</u> To date 414 pupils are currently on roll out of a possible 420, there are 216 girls and 198 boys. PPG / Disadvantaged children at 8% (below national average). <u>SEND contextual data</u> There are currently fifteen pupils on SEN support and six with an Education and Health Care Plan (EHCP). This is below national average. <u>Pupils with English as an Additional Language</u> 68% remains same figure. <i>Question – has the composition of different languages changed and is there anything we need to support children from particular geographical areas?</i> Dermot explained there is no substantial change since this was last referenced. We have an increased number of children from Hong Kong and this continues to rise. The number of children from Ukraine has stabilised with some returning. <i>Question – should we be concerned about roll numbers with the children returning to Ukraine?</i> We have waiting lists and therefore this movement does not significantly impact on our numbers. <i>Question – when you do the school tours are people looking for places now or for the future?</i> There are waiting lists for in year admissions. Most people on the tours are looking to start in Reception. <u>Attendance data</u> 97.5% is the attendance target and the current figure is 96.40%, however this shows we are on an upward trajectory post Covid. 93.5% for pupils on the SEND register – Dermot will work with Emma Jerwood to improve this figure. 96 % for PPG/Disadvantaged pupils. This is a positive percentage compared to national averages. <u>Financial climate</u> 75% of the budget expenditure is on staffing. The teachers' pay award of 5% has been balloted on by the teaching unions. When the budget was set we felt it was realistic to put a 2.75% pay award, therefore remodelled to 5%. The teachers' pay award is unfunded by the government and needs to be found within the individual school budgets. The support staff have a one-off uplift which has been backdated to April 2022. <i>Question – what impact does this have within the budget?</i> Dermot explained the budget will be balanced this year. However, looking at the three-year budget we may go into the red in year 3. This is a significant departure for Marshgate. Discussion took place regarding the accuracy and reliability of projections for year 3 of the budget and impact of the Autumn Statement by the Government and how this will affect schools. The challenge for schools will be because inflation is high and the cost of living for staff is high. Utility bills are protected as we are a PFI school. However, Dermot asked Governors to note the contract will be handed back to the school from the PFI provider in nine years' time. Discussion was had about the role of the school in supporting families due to the cost of living crisis. <u>Henry Aylett</u> The three committees have reflected on his great contribution to Marshgate. Dermot explained Henry's sudden death was the darkest day for the Marshgate community. Henry joined in 2010 and remained here until this point (apart from one year in another school). Henry was an exceptional teacher, he was a positive influence on the team, a trusted colleague therefore the impact of his death on the staff was huge. He was the personification of the Marshgate moto "to be inspired and be inspiring". The entire staff team were amazing in dealing with their response to this incredibly sad time. Thanks to the governors for offering support.	
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	AfC were very supportive at the time, in particular the Educational Psychologist service was very good. They provided emotional and practical support to the staff. The governors present noted how well the staff dealt with the very difficult circumstances they found themselves in. They acknowledged Marshgate lost an amazing teacher and wonderful person. He was a hugely positive teacher and much loved by many children who have attended the school over the years, some of whom are now in their twenties. <u>Safeguarding</u> Nicole is the new Safeguarding Governor. Sam Jeffrey will present at the spring 1 meeting on the perspective of a class teacher on safeguarding. Following Safeguarding Audit, the recommendation is that all staff are trained to Level 2, thanks to JP for organising this. Dermot's own appraisal took place recently, however due to the bereavement appraisals took place later. The Pay Committee is meeting on 1 December. The Winter Fair is on Saturday – all welcome.	
6.0	<u>Curriculum Budget update</u> Each budget line is broken down in the budget monitoring report available to the Resourcing Committee. E19 – Learning Resources. Within this budget line it is sub-divided into subject areas, day trips, residential journeys, swimming, library, subscriptions to in-class learning, French online resources, music online resources. <i>Question – what proportion of overall budget is spent on curriculum and how does that compare to other schools (benchmarking with other schools)?</i> A total of £99,050 is allocated to this budget. Discussion took place about benefits of benchmarking with other schools. It was felt that we will have to be prudent and may have to ask the PSA for financial input in future. E20 is a separate line for E-Learning. 75% of budget goes on staffing out of an approximate budget of £2,000,000. Income – there will be parent contributions for trips which offset the expenditure. There are non-typical outlays in the E19 budget, for example on the new Phonics Scheme Read Write Inc. Val explained the provision and support from our consultant advisor has been excellent, very forward thinking and the practical resources are very effective. It was noted by Sam M, in her capacity as English Link Governor, that from visiting the school the resources are really good and the love of reading is there.	
7.0	Reports from Committees	
7.1	Resourcing Committee – meeting held on 18 November 2022 – feedback from Alex <u>Key updates from meeting</u> - Continuing Professional Development (CPD) – the committee spent time talking about CPD and staff well-being and were given a very informative presentation from JP at the meeting. The committee looked at the training package from AfC and JP explained how this feeds into our school priorities and needs. - Staff wellbeing charter is for all staff working in educational settings in England and Marshgate has signed up to it. This will be discussed at a future Resourcing Committee. - Charging and Remissions Policy this was reviewed and approved. See minutes for detail.	

7.2	Curriculum and Progress Committee – meeting held on 11 November feedback from Spencer <u>Key updates from meeting</u> • Thanks to Dermot for the curriculum budget spend information. • Thanks to Ryan and Rebecca who have voluntarily taken on the Chair and Vice-Chair of the committee. • JP led on the review of Tuition and Social Led Tutoring grant which was very insightful. See minutes for further information. • Identified non-staff governors to be subject links. Timetable devised by JP for governors to contact the subject leads. Case studies (anonymised) will be presented to the governors at the Curriculum and Progress meeting in January.	
7.3	Children, Families and Community Committee – feedback from Hermione <u>Key updates from meetings</u> 29 September • Focus on keeping healthy, Daily Mile and Wellness Warrior – presentation from Cahir Healy, PE Lead, which was very informative. • Cost of living crisis discussed for potential impact on Marshgate families. • The Committee undertook a walk around the school focusing on Healthy Lifestyles to look at evidence at what the school does to promote keeping healthy. The committee members found this to be a very useful and enjoyable walk. 17 November • Safeguarding and Child Protection Policy review took place. The committee reviewed and approved the policy. Discussion at committee level regarding the reporting process for a safeguarding concern. <i>Question - is a written safeguarding concern on the blue paper version then transferred to CPoms?</i> Dermot explained CPoms is our central reporting system for safeguarding. If a child moves to another school, the records are sent via CPoms. The Headteacher who carried out the Safeguarding Audit is an advocate of using both the paper system and CPoms. Dermot explained the blue forms can be scanned in and uploaded to CPoms and can then shredded. <i>Question is there a recommended timescale for logging issues on CPoms eg: twelve hours?</i> Dermot explained you make time sensitive entries as information is disclosed. JP explained we have a watertight system with CPoms, it is a clear and simple process. In addition, the blue form is helpful for example if the server is down (as has happened). A “headline” summary document of the policy will be produced by Dermot.	
8.0	Terms of reference There are currently six Full Governing Body meetings a year. Discussion took place about holding four meetings instead of six meetings. The general consensus was that four meetings was too few meetings, from an information flow and attendance perspective. To be reviewed at June 2023 meeting with possibility of moving to five meetings a year. The document needs to reflect how we are working with in person and virtual meetings. Action: Text to be amended to reflect current practices - Sam M	Sam M
9.0	Governor training Nicole, Rebecca and Ryan have attended “New Governors - Understanding your Role” and reported	

	it was really informative and engaging speakers. Ryan has attended The Performance Management of the Headteacher.	
13.0	Any other business Year Link governors now linked to year group lead teacher. Governors now registered on Parent Mail and see whole school messages.	

The meeting ended at 8.25pm

Signed by the Chair _____ Date _____

Printed name Sam Matthewson

Summary of Actions – 23 November 2022

	Details from matters arising	Action
4.0	5.4 Headteacher's Performance Management – Hermione, Yusra and Alex to register.	Hermione, Yusra and Alex
8.0	Terms of Reference Text to be amended to reflect current practices - Sam M	Sam M