



Minutes of the meeting of the Governing Body

Wednesday, 16 October 2024 at 6.30pm at school

(note this meeting was re-scheduled from 25 September)

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:

Helen Cox, Clerk to the Governors

1.0	Apologies – Nicole Dodsworth, Yusra Ahmad, Ryan Buckingham, JP Gentry, Issy Monckton, Alex Willoughby	Action
2.0	Declarations of interest – none.	
3.0	Minutes of the last meeting held on June 2024 - approved by all present.	
4.0	Matters arising 4.0 Governor pen profiles/bio for the website or future newsletter discussed. Thank you to the governors who have provided this – on going. Discussion took place about Year Link Governors.	See below
5.0	Governance Matters The Governing Body Checklist was updated at the meeting (subject to confirmation at next FGB): Chair of Governors – Ryan Buckingham Vice-Chair of Governors – Lucinda Holmes	

	Clerk to the School Governors – Helen Cox. Safer Recruitment governors – Dermot Bracken, John-Paul Gentry and Nicole Dodsworth Management of Performance – Ryan Buckingham, Andrea Fryer and Yusra Ahmad <u>Named Governors</u> Staff Disciplinary – Andrea Fryer, Ryan Buckingham and Lucinda Holmes Pay Committee – Yusra Ahmad, Andrea Fryer, Ryan Buckingham or Lucinda Holmes Exclusions Appeals – Rebecca Mathews and Jonny Hurn Safeguarding – Dermot Bracken and Nicole Dodsworth Premises, Health and Safety – Dermot Bracken, Alex Willoughby and Children, Families and Community Committee English / Mathematics – Curriculum and Progress Committee Children Looked After – Dermot Bracken SEND – SENCo formal report June, Curriculum and Progress Committee and Rebecca Mathews RSHE – John-Paul Gentry CPD / Training Link – Ryan Buckingham Pupil Premium / PE funding – Dermot Bracken and John-Paul Gentry Quality of Education – Dermot Bracken and John-Paul Gentry Complaints Panel – Lucinda Holmes, Charles Wolford and Jonny Hurn Behaviours and Relationships – Nicole Dodsworth Multi Lingual Learners – Rebecca Mathews Equalities Governors – Lucinda Holmes Committee membership – see Governing Body Checklist. Year Link Governors – see Governing Body checklist. Terms of reference for FGB – reviewed and approved.	
6.0	Headteacher’s verbal report Contextual data <u>Roll</u> There are 407 children on roll out of 420 places (214 girls and 193 boys). The school tours for prospective parents and carers are well attended. The number of children on roll is strong in relation to the falling birth rate, which is particularly affecting schools in London. <u>Pupils by SEN Stage</u> Ten pupils with an Education, Health and Care Plan and ten children on SEN support. Sam explained the current Reception cohort of children has three children with an EHCP. He explained there are an additional number of children presenting with needs in Reception. <i>Question – are they linking those Reception cases to the Pandemic?</i> It is difficult to judge, there may be issues with socialisation and language development. <u>Multi Lingual Learners</u> 72% of pupils. <u>Pupil Premium Grant</u> 25 pupils which equates to 6%. <u>Safeguarding</u> Staff use the CPOMs system to log safeguarding and behaviour incidents.	

	• Val Cameron is no longer the Deputy Designated Safeguarding Lead as she has retired from her position as Assistant Headteacher. • Safeguarding audit has been completed. <u>Attendance</u> Whole school attendance is at 97% to date. Dermot explained we can contextualise the figures of children on the PPG register who have low attendance. SEN children in receipt of EHCP = 92% SEN support = 98% Persistent absenteeism which is 90% or below = currently at 8%. <u>Staffing update</u> Full teacher appointments had taken place at the end of the summer term, but Dermot explained one appointment withdrew at the end of the summer term. The Year 2 class was covered by Val Cameron for the first three weeks of the school year. Val Cameron kindly delayed her retirement to ensure a smooth handover took place with the new teacher. A full handover of the Early Reading / Phonics Lead and the MLL Lead has been provided by Val. Thank you for all her help. There are seven new teachers and they are all proving to be an excellent contribution to the staff team and school community. Three teachers are Early Careers Teachers (ECTs). <u>SIP Report</u> This is available on Governor Hub for all governors to read and is referenced in the Curriculum and Progress Committee minutes. In addition, the report contains The School Headlines for 2023.2024 and the 2024 Outcomes Report for Governors. Sam talked about his role as SENDCO and the intervention trackers the school is putting in place. In addition, Sam has taken on the Social Emotional and Mental Health (SEMH) role and EYFS Lead. He is taking part in the Local Authority SPARK Ed CPD (Continuing Professional Development) project. Congratulations to JP Gentry for achieving his National Professional Qualification for Headship (NPQH). Val Cameron has retired as Assistant Headteacher. The Governors present expressed their deepest thanks for her contribution to Marshgate. School priorities have been agreed with the SIP. The School Development Plan is now complete. Action: Dermot to share SDP with governors. <u>Results of Statutory Assessments</u> The School Headlines for 2023.2024 and 2024 Outcomes Report for Governors were reviewed at the Curriculum and Progress Committee. Dermot provided information about the data for the FGB. The governors present congratulated the Headteacher and school team for successful results. <u>Early Years Foundation Stage Profile</u> – the proportion of pupils who achieved a good level of development was 80%, well above the national average 68%.	Dermot
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	<u>Year 1 Phonics</u> – our target was 86% and the proportion of Year 1 pupils who achieved the expected standard in the phonics screening check was 88%. This is in line with the national average (81%) and Richmond (88%). <u>Key Stage 2</u> – proportion achieving the expected standard of above in RWM (reading, writing and maths) combined was 81%. This is in line with the national average (61%) and Richmond (75%). <u>Key Stage 2</u> – proportion achieving the <u>high</u> standard in RWM was 27%. The national average is 8% and Richmond is 17%. <u>Year 1</u> The two classes were mixed at the end of Reception. <i>Question – has this been a success?</i> This has worked well to date and there has not been any negative feedback from parents. <u>Ofsted</u> The overall effectiveness one word judgement has been dropped, but each other judgement area will get the one-word judgement. The new guidance from Ofsted is that they will inspect on Tuesday and Wednesday from now on and will notify the school by telephone on the Monday.	
7.0	Reports from Committees	
7.1	Resourcing Committee – meeting held on 11 September - feedback from Adam Hamond <u>Key updates from meeting</u> • <u>The Chair and Vice-Chair</u> were discussed – this will be confirmed at the next Committee meeting. • <u>Pay Committee</u> membership agreed. • <u>Update on After school club provision</u> – Dermot explained the current provider for children in Year 2 and above has been informed we are looking to have a new provider in the new calendar year. Discussion took place regarding how wrap around care is a national issue and this is a motivator for reviewing before and after school provision. This is a school priority. Dermot explained he has made contact with the PFI Liaison Officer the Local Authority about the PFI contract and competition rules with Bright Horizons. The breakfast club run by Bright Horizons only has capacity for twenty-six children. The intention is for Wendy Forrester to take over the after-school club provision for children in Year 2 and above. • <u>Budget Monitoring Report – Q1 June 2024</u> A 5.5% percent fully funded pay increase for teachers has been agreed by the government. PFI charges driven by RPI related indices discussed. • <u>Update on IT project</u> Dermot explained the PSA have fully funded the installation of active panels in all classrooms and the school is very grateful for this. Minuted item: the governors present thanked the PSA for the continued fundraising to make this possible. IT cloud migration – There are on-going issues related to this with the IT provider, Colwyn. This has proved frustrating and the current server is low in resilience. Discussion took place	

	about how concerned the governors are about this and the order in which the migration needs to take place. <i>Question – do they give a timeframe for the migration?</i> Discussion took place relating to the cleansing of files not being connected to the migration. Minuted item: the governors present are concerned about the length of time it will take staff to clear the files before the network is migrated. Action: Governors would like to seek assurances from Colwyn that the process suggested to the SLT and the timeframe is the most expedient and efficient possible. The Governors have asked for a presentation included in the most recent meeting with Colwyn to be shared with the Resourcing Committee. Governors present noted they do not want the migration to impact on the teachers’ time. • <u>Staffing matters</u> Full teacher appointments have been made for this school year. See minutes for details and update in the Headteacher’s report in section 5.0	Dermot and JP
7.2	Children, Families and Community Committee – meeting held on 20 September 2024 from Lucinda Holmes • <u>The Chair and Vice-Chair</u> were approved – Nicole Dodsworth and Issy Monckton. • <u>Terms of Reference</u> for the Committee were approved. • The Committee decided on their plan for the year including a presentation from the Co-Chairs of the PSA. • <u>Safeguarding Policy</u> – changes to the School Model Protection Policy from the Local Authority were circulated to governors and incorporated into the Safeguarding Policy. This was approved at the meeting. • <u>Safeguarding – standing item</u> – discussion took place about the Designated Deputy Safeguarding Lead retiring (Val Cameron). Governors were informed about the off-rolling process (when a child leaves Marshgate) and the rigorous measures the school has in place to ensure a child cannot go “missing in education.” <i>Question – regarding the non-statutory guidance for schools (updated in April 2024) regarding school uniform policy and branded items?</i> This is available on www.gov.uk and will be discussed at a future CFC Committee meeting.	
7.3	Curriculum and Progress Committee – meeting held on 11 October 2024 feedback from Rebecca Mathews • The <u>Chair and Vice-Chair</u> were approved – Jonny Hurn and Rebecca Mathews • <u>Terms of Reference</u> for the Committee were approved. • <u>Sharing of statutory attainment data</u> - This was discussed in detail at the committee meeting. See minutes and above for information. • <u>Discussion of the autumn term SIP Report</u>. Dermot explained our School Improvement Partner undertook a learning walk and agreed the school priorities with him. He outlined the highlights from the learning report. See minutes for details.	

8.0	Code of Contact for the Governing Body Agreed and declarations signed on Governor Hub.	
9.0	Open or closed meetings The Governors present agreed the meetings will be closed.	
10.0	Governor Training – assessment and feedback from courses attended. Jonny attended the School Financial Management (governors) and said it was particularly good. The introduction part was not as good as the second part. <i>Question asked – do we have a cyber instance insurance plan – do we have a disaster recovery plan?</i> Discussion took place as this falls under the remit of the IT disaster recovery plan. Discussion took place how staff should have cyber awareness training. Jonny to send link. <i>Question who does staff report possible data breaches to?</i> Dermot and David Coy, our Data Protection Officer.	
11.0	Any other business Newsletter articles from governors discussed.	

The meeting ended at 8.25pm

Signed by the Vice-Chair _____ Date _____

Printed name Lucinda Holmes

Summary of Actions – 16 October 2024

	Details	Action
4.0	Governor pen profiles/bio for the website. Governors who have not written this to send to Helen.	Governors
6.0	Dermot to share SDP with governors.	Dermot
7.1	Governors would like to seek assurances from Colwyn that the process suggested to the SLT and the timeframe is the most expedient and efficient possible. The Governors have asked for a presentation included in the most recent meeting with Colwyn to be shared with the Resourcing Committee. Governors present noted they do not want the migration to impact on the teachers' time.	Dermot and JP