

**FERN HILL PRIMARY SCHOOL**  
**Richmond Road, Kingston-upon-Thames, KT2 5PE**

**Minutes of the Full Governing Body (“FGB”) meeting  
held at the school on Tuesday 24<sup>th</sup> September 2019 at 6.30pm.**

**Constitution, Membership and Attendance – (Bold=absent)**

LA - 1	PARENTS - 2	CO-OPTED – 7	ASSOCIATE MEMBER- 1	STAFF – 2
Claire Strong (CS)	Rob Terry (RT)	Susan Dean (SD) CHAIR	<b>Diane Hutchence (DH)</b>	<b>Adam Scott (AS)</b>
	Alan Waterman (AW)	<b>Gary Boyd (GEB)</b>		Veronique Torres (VT)
		<b>Hugh Kincaid (HK)</b>		
		Dean Morley (DM)		
		Saphina Sharif (Crocker) (SSC)		
		Marcus Stanton (MS)		
		<b>Jo Tatum (JT)</b>		

**Apologies:** As above, in bold, and Assistant Heads, Lorraine Figueiredo and Anna Davies

**Absent without apologies:** None

**Also attended:** Sam Stephenson (SS) – Deputy Head teacher  
Rachael Crook (RC) – Deputy Head Teacher  
Francesca Lee (FL) – Clerk

<b>1</b>	<p><b>Welcome and Introductions:</b> SD welcomed everyone to the meeting at 6.34p.m. The new Deputy Head, Rachael Crook (RC), was introduced and welcomed.</p> <p><b>Apologies for absence,</b> as shown above, were accepted. AS was absent owing to personal circumstances and had confirmed, prior to the meeting, that SS and RC would act on his behalf.</p> <p>It was also announced that GEB has, of today, resigned from the Governing Body for personal reasons. Governors noted their thanks for his contribution to the role.</p>	<b>ACTIONS</b>
		To consider how best to replace GEB as co-opted governor
<b>2</b>	<b>Declaration of Business Interests in Agenda Items:</b> None	
<b>3</b>	<p><b>Minutes of previous meeting and matters arising:</b></p> <p>The minutes of the previous 16th July 2019 meeting, having been circulated prior to the meeting, were accepted and signed as a true record.</p> <p>With regard to matters arising all points were as per the update given on today’s agenda in the “September 2019 update” column and were either completed or on the agenda for this meeting.</p>	
<b>4</b>	<p><b>Head Teacher’s Report</b></p> <p>SS and RC updated the governors verbally in the absence of AS.</p> <p><b>2019/20 Budget:</b></p> <ul style="list-style-type: none"> <li>• Expenditure of £15K has been incurred to replace the faulty boiler</li> <li>• An increase of 2.75% has been agreed for teachers’ salaries. FH had budgeted for 2% but it has been confirmed that the government will fund</li> </ul>	

	<p>the remaining 0.75%, although it is not known for how long this funding will continue.</p> <p><b>Update on curriculum strategy following analysis of Summer 2019 data:</b> To follow in SDP item number 5 on agenda.</p> <p><b>Current site issues:</b></p> <ul style="list-style-type: none"> <li>• Permanent fencing has now been installed in playground</li> <li>• Final car parking spaces (of which there are 20) have been allocated to FH by TKA and these have been awarded to teachers according to distance travelled to school.</li> <li>• No further news has been received on the drop-off bay that the council had previously demanded.</li> <li>• Liz Howarth is currently investigating whether teachers can obtain parking permits for neighbouring roads. In the meantime, parking is still available at YMCA. The SLT noted that offering on-site parking represents a key benefit to staff.</li> <li>• SLT also noted that the volume of foot traffic has decreased since TKA's entrance was moved.</li> </ul> <p><b>Safeguarding:</b> Lorraine Figueiredo updated governors on this at TLC on 17<sup>th</sup> September 2019. The SEN Policy has been updated, according to statutory changes, and put on the website. All governors present acknowledged having read KCSIE Part One and Annexe A and confirmed that they have emailed Andrea Stewart to this effect. Governors noted HK's lack of availability over the coming months and that his ability to maintain termly Safeguarding visits should be confirmed with him.</p>	<p>Contact HK regarding the frequency of Safeguarding visits – Clerk/SLT</p>
<p><b>5</b></p>	<p><b>Strategic Planning</b> The SLT presented the proposed changes to the School Development Plan (SDP) for 2019/20, but emphasised that the document remains a work in progress. One of SLT's key priorities is to ensure an understanding of where the curriculum stands and how it aligns to Ofsted's new framework.</p> <p>"High Quality Learning" on the SDP has been broken down into three areas:</p> <ul style="list-style-type: none"> <li>• Teaching</li> <li>• Broad and balanced curriculum</li> <li>• Assessment</li> </ul> <p>RC informed governors she had completed a year-long research project relating to this area and Governors noted that this would be valuable experience to feed into SLT's work around the curriculum.</p> <p>It was stated that action plans should include specific success criteria and that Subject Leads would, therefore, have more ownership of their areas this year.</p> <p>Governors challenged the SLT to ensure that actions were not seen as ends in themselves but that they were demonstrably driving towards achieving a specific SDP objective, such as achieving high-quality learning. The specific example given was that Maths actions on the SDP last year were, on the face of it, completed, but that this did not necessarily mean that Mastery had been embedded successfully across the whole school.</p>	

<p>On the SDP document shown through Googledocs, governors could see changes to the SDP, including how the curriculum will be sequenced. The idea of “knowing more, remembering more” was raised and how the children will be learning for long-term purposes.</p> <p>There will be action plans for Curriculum and for Assessment.</p> <p>English will still also be a focus on the SDP, considering middle attainers, fluency and inference, in particular. Inference emerged as an area for further development, especially in Year 2 children.</p> <p>SS explained some points on action plans would fall under the remit of Subject Leads, and others, Phase Leads. The Subject Leads would have to ensure their action plans are closely aligned to the SDP, and support other teachers in ensuring the plans are followed operationally. The SLT will be holding Subject Leads to account for their action plans.</p> <p>Technology as an aspect of the SDP has changed from the previous 2-year plan. The biggest change governors were informed of was the move towards using the Googledrive for collaboration, in planning for example, which has come a year or so earlier than first anticipated. This is owing to the SLT having collaborated effectively on the Googledrive and now wishing to extend its benefits to the teaching staff. It was noted that significant training would need to occur prior to staff using the Googledrive.</p> <p>Governors questioned whether unforeseen external events might mean the strategy FH follow may require amendments, but the SLT were confident that the 5-Year Plan would always remain true to the beliefs and values which underpinned its creation, notably being the idea of what a FH child will look like when leaving the school in Year 6.</p> <p>Child-led learning also remains on the SDP, as does outdoor learning in the form of Forest Fun. It was reported that the transition of Forest Fun from Reception to Year 1 had been successfully implemented thus far.</p> <p>The SLT confirmed the main priorities of the SDP as focusing on having a rich curriculum and up-skilling staff to deliver it. Governors acknowledged it was a large piece of work, but clearly beneficial.</p> <p>The governors noted that last year they had focused on creating and embedding the Year Group link governor roles and that this now needs to be built on ensuring that the SDP priorities feed into their meetings.</p> <p>Governors questioned whether the SDP would be ready for circulation to TLC on 3<sup>rd</sup> December 2019. The SLT agreed it would, but that it would still be a working document.</p> <p>Governors challenged themselves on whether they should still have a specific link governor for English/Maths or give time to the broader focus on curriculum and assessment this year. It was agreed that, for the time being at least, these link roles should continue.</p> <p>Termly link governor meetings will continue in view of their areas and it was mentioned that Year 4 will need a new link governor to replace GEB. Subsequent to the meeting, Jo Tatum agreed to take on responsibility for Year 4.</p> <p>CONFIDENTIAL ITEM</p>	<p>To find replacement Year 4 Year Group Link Governor, given GEB's resignation today</p>
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<p><b>6</b></p>	<p><b>Policies</b> The following policies were approved and ratified by the GB:</p> <ul style="list-style-type: none"> <li>○ <u>Data Protection Policy</u>, which had been devised by DPO Zara Gallagher. It was noted however that it referred to a CCTV policy (in paragraph 1.4) that the school did not have, so that this reference would need removing. Governors questioned whether clause 4 was being implemented and if the school ensured GDPR compliance by external organisations working for them and it was confirmed that they do. Governors also questioned whether all staff are trained on data protection. The SLT confirmed that they are.</li> <li>○ <u>Charging and Remissions Policy</u>. The updates to this policy had included changes regarding voluntary contributions for school trips. Governors questioned what the trend was this term regarding payment for trips, referring back to last year when a trip had been cancelled for Year 3 owing to lack of payments. The SLT confirmed that there had not been major problems thus far, although there was still a shortfall for trips.</li> </ul> <p>Governors did also enquire as to whether the SLT thought that the charging policy was the reason why so many of the Year 6 cohort had not gone on the France trip this year (81 only of the 120 pupils had partaken in this trip). Reasons for those who had not were surmised to be regarding parents not wishing their children to go abroad, and the timing of the trip amidst eleven plus entrance exams, for example, rather than a payment issue.</p> <p>Governors questioned whether paying in instalments would help families and suggested they were given up to six months' notice of what would need to be paid prior to the beginning of an academic year, but SS explained this was hard to arrange as opportunities, particularly concerning visitors to school, can arise at short notice and it would be a shame for children to miss out on learning opportunities because of this.</p> <p>Governors wondered whether the shortfall was caused by parents forgetting to pay for trips, and also whether Childcare vouchers could cover trip costs. These areas could be looked into further.</p> <p>Also, regarding the changes to the Policy, it is proposed that there is now the additional mention of TreeTops offering staff a 50% discount for their children during their working hours on their working days if their child is a FH pupil.</p>	<p>To put Data Protection policy and Charging and Remission policies on website and Google-drive, pending corrections to both</p>
<p><b>7</b></p>	<p><b>Governing Body Administration 2019-20</b> The GB Standing Orders were reviewed and mention made of the changes that had been added this year to the document. One change indicates that by virtue of being appointed Deputy Head, one will automatically become an Associate Member of the GB. Therefore, it was agreed that SS and RC are now Associate Members, following the governors' approval of the Standing Orders (paragraph 2) and they were welcomed to the Board. Previous Deputy head, Robert Waiting, is no longer an Associate Member, having left FH in July 2019.</p> <p>Another change refers to paragraph 56 and now states that if agreed by the clerk, voting can occur by proxy if governors are to be absent at meetings. It was</p>	

<p>stressed that this would not be a regular occurrence, but needed adding in the event of important decisions that may need to be taken in future. This was agreed by governors.</p> <p>The Governors' Code Of Conduct 2019-20 was approved by governors signing acknowledgement of having read it and agreeing to follow it. A change to the Code this year has been the addition of an annex pertaining to GDPR.</p> <p>As a result of GDPR regulations, governors have now been provided with secure LGfL email accounts for all governor correspondence. It was made clear that personal email addresses are no longer permissible for GB matters. FL explained some of the reasons for the changes and stressed the importance of using these new email accounts only.</p> <p>The shredding and deleting of documents containing personal data was also referred to and FL provided governors with DPO Zara Gallagher's details for any further GDPR enquiries or registering breaches, and also the details of IT Support, Surinder from Click on IT, who will assist with technical difficulties if any are experienced in logging in to the new emails accounts. Governors noted most documentation pertaining to the GB did not contain personal data nor sensitive personal data.</p> <p>The clerk will circulate a list of all governors' new email addresses.</p> <p>CS agreed to act as GDPR link governor for the GB, and a training course for GDPR was advertised to all governors. Governors thanked CS for her help in this regard.</p> <p>At FRP October 2019, the full action plan from Zara Gallagher will be seen and FH's actions so far will be discussed.</p> <p>Governors signed the Register of Interests document to confirm that information pertaining to their interests was recorded correctly.</p> <p>Governors were reminded of training opportunities this year, having been provided with the AfC CDP schedule in advance of the meeting. SD thanked DM who would be attending an Ofsted briefing in her place next week, alongside AS and RC. SD and DM would meet shortly afterwards for him to offer her feedback.</p> <p>Jo Tatum was appointed as Co-Vice Chair to the GB to work alongside current Co-Vice Chair Hugh Kincaid. Both were absent but had agreed this prior to the meeting, and all governors present agreed their appointments.</p> <p>CS updated governors on her visits concerning Enrichment and Wellbeing on INSET day in September 2019. She was highly enthused by what she had seen and questioned whether it should be referred to directly in the SDP and 5-Year Plan as it seemed to stand at the centre of everything. The SLT responded that developing the whole child fitted into the Curriculum aims of the SDP, as well as the Rights Respecting campaign and PSHE, too. In addition to the PASS survey, the SLT were working on more Pupil Voice opportunities which would be better directed at the pupils than the general questions of the PASS survey. This would also focus on wellbeing.</p>	<p>Clerk to circulate new email addresses</p> <p>Clerk to add GDPR role to Roles and Responsibilities sheet</p> <p>SD and DM to discuss Ofsted briefing after 3<sup>rd</sup> Oct</p>
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<b>8</b>	<p><b>Next meeting</b></p> <p>The date of the next FGB was confirmed as Tuesday 14<sup>th</sup> January 2020 at 6.30p.m. The priorities for this meeting would be points to be raised at FRP, TLC, AWG and NWG meetings prior to 14<sup>th</sup> January 2020.</p> <p>No date changes were required for other meetings during the year.</p>	
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The meeting ended at **8.16p.m.**

Signed by the Chair \_\_\_\_\_

Date \_\_\_\_\_

### Summary of Actions

Item number	Action	Responsible person
1	To consider how best to replace GEB as co-opted governor	GB
4	Contact HK regarding the frequency of Safeguarding visits –Clerk	Clerk
5.2	CONFIDENTIAL	AW
5.3	CONFIDENTIAL	SS
6	To put Data Protection policy and Charging and Remissions policies on website and Googledrive, following amendments noted above.	DH/Clerk
7.1	Clerk to circulate new email addresses	Clerk
7.2	Clerk to add GDPR role to Roles and Responsibilities sheet and change Year 4 link governor on document	Clerk
7.3	SD and DM to discuss Ofsted briefing after 3 <sup>rd</sup> Oct	SD/DM