

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 14th January 2020 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	Rachael Crook (RC)	Adam Scott (AS)
	Alan Waterman (AW)	Hugh Kincaid (HK)	Diane Hutchence (DH)	Veronique Torres (VT)
		Dean Morley (DM)	Sam Stephenson (SS)	
		Saphina Sharif (Crocker) (SSC)		
		Marcus Stanton (MS)		
		Jo Tatum (JT)		

Apologies: As above, in bold, and Assistant Head, Anna Davies

Absent without apologies: None

Also attended: Francesca Lee (FL) – Clerk

1	Welcome and Introductions: SD welcomed everyone to the meeting at 6.35p.m. Apologies for absence, as shown above, were accepted.	ACTIONS
2	Declaration of Business Interests in Agenda Items: None	
3	Committee Terms of Reference 2019-20 The TOR for the TLC and FRP Committees for 2019-20 were ratified by governors, pending the following small changes. The FRP TOR would be altered to show that either the Chair of FRP “or” the Vice Chair could approve virements of £15-25K rather than the consent of both being required. The TLC TOR would change at the next TLC meeting to reflect the new Subject Link governor structure, which will replace the Year Group Link structure.	TLC agenda Feb 2020 - change TOR to reflect governor link role changes FRP TOR to change regarding virement approval
4	Minutes of previous meeting and matters arising: The minutes of the previous 24 th September 2019 meeting, having been circulated prior to the meeting, were accepted and signed as a true record. It was noted that one point made and minuted during the meeting had later been deemed inaccurate and a comment had then been added to the minutes to clarify this. With regard to matters arising, all points were as per the update given on today’s agenda in the “January 2020 update” column and were either completed or on the agenda for this meeting.	

<p>5</p>	<p>Ofsted</p> <p>It was explained that recent changes to the <u>Ofsted framework</u> would be discussed at this point early in the meeting to set the context for later items, such as the SDP.</p> <p>DM had attended AfC training on the framework and fed back useful information to governors. Slides and notes from that meeting had been circulated to governors in October.</p> <p>AS informed governors that the key change to the framework regarded the increased focus by Ofsted on the curriculum. The shift in focus to the curriculum has meant that certain areas of the SDP have inevitably had to be prioritised over others.</p> <p>A great deal of work has taken place this academic year on developing staff knowledge and skills around the curriculum and the SLT have been spending significant amounts of time supporting subject leads around this.</p> <p>An Ofsted inspection would have a focus on management and leadership, but on the Subject Leads rather than just the SLT as previously. The 3 I's of the curriculum, Intent, Implementation and Impact, were also explained to governors.</p> <p>Governors noted that being awarded an "Outstanding" rating currently was harder than in the past, although that was not a reason to stop being ambitious in aiming for that ranking. Of 180 primary school inspections since September 2019, only 10 have been awarded "Outstanding"; one being a Nursery provision in the same borough as FH.</p> <p>It is now necessary to be "securely and consistently" good across all subjects and all year groups in order to tick the 57 criteria boxes for such a rating, with additional criteria on top of that to be met for an Outstanding grading to be given.</p> <p>It was also noted that Ofsted would look in more depth at the external data via the IDSR than the internal data of the school. However, the actions resulting from the internal data and their impact would remain important area of focus.</p> <p>Information was given to governors about the format and expectations of the content of the 90-minute phone call that a Head teacher would receive prior to an Ofsted inspection from the Lead Inspector.</p> <p>The SLT anticipated (as can be seen from the SEF circulated to Governors as pre-read for this meeting) that FH would be seen as a securely good school with outstanding elements.</p> <p>Governors were reminded of the importance of familiarising themselves with the language of the new framework in their conversations and when compiling the agendas for meetings/ posing their questions to the SLT. Governors were asked to read "Inspecting the Curriculum" and the notes DM had produced after the training session he attended, if they had not yet done so. The clerk would re-circulate these.</p> <p>Governors queried whether Ofsted would look into the school finances, given that it is one of their statutory functions to ensure robust financial management, but it was explained that practically they did not seem to do so.</p>	<p>All governors to read DM notes from training and Inspecting the Curriculum</p>
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Arrangements for the "Mocksted" Whole School Review Day on 22nd January 2020 at FH were confirmed and a skeleton timetable had been seen prior to the meeting.

AS explained that in the event of an actual Ofsted inspection, he would receive a 90-minute phone call around the curriculum and its rationale, as governors had seen in the circulated SEF.

AS would set the context of the school and talk about the IDSR possibly, as well as the curriculum, and possibly SEND and Inclusion at FH.

Six subjects would be presented for discussion, which would be chosen as a result of the telephone conversation with Ofsted. The school would have input into the selection of these subject areas, although of course Inspectors could ask to look at any.

The chosen subjects are currently:

Phonics and Reading

Maths

IT

French

History

Humanities

AS informed governors of who will be on the Mocksted teams of inspectors. They include Emma Smith, the SIP, an experienced Head teacher, Cathy Clarke, an English specialist, Debbie Thomas, and Sarah Herbert, Lead Consultant from SEND.

The format of the day would be for inspectors to meet the SLT, then governors, then Subject Leads. They would then speak to pupils and look at books, as well as speak to parents in the playground. It was suggested that parents be told of this possibility beforehand via the newsletter.

Inspectors would also observe the wraparound care and clubs.

A report from Emma Smith would follow the inspection and be shared with governors.

An update was provided on the introduction of the roles of Subject Link Governors to replace the previous Year Group link governors, in accordance with changes to the Ofsted framework.

It was acknowledged that with governors assigned to particular subjects, the Curriculum and Assessment link governor categories were no longer required, as overviews of these areas would be discussed at TLC once all Subject Link governors reported back in relation to their areas.

Governors agreed with the areas provided, although DM will now cover PE and JT will cover RE.

EYFS will remain as a standalone area despite other year groups no longer requiring a link governor, given its specific focus in an inspection and having been identified as a key priority by the SIP.

The Behaviour and Attitudes governor will now be SD, not CS.

JT will be the link for Personal Development.

At TLC February 2020, governors will check all roles are covered and that no further strategic or subject link roles are required.

Governor responsibilities will also be outlined at that meeting in a document that SS/RC and JT will work on in relation to the new Subject Link roles. JT also noted

Clerk to change Roles and Responsibilities doc in accordance with agreed roles

	<p>that she had attended a course that would enable her to provide a Governor Visits policy and a schedule of visits to assist the roles. MS and DM were invited to TLC in February 2020, should they wish to attend for the above information, although the Deputy Heads will devise a document for all governors providing clear instruction to facilitate the new Subject Link roles.</p>	<p>TLC Feb 2020 agenda – to confirm all roles are covered</p>
<p>6</p>	<p>Head Teacher’s Report and SDP</p> <p>AS responded initially to questions posed by governors regarding the HTR which had been circulated prior to the meeting. One queried why red SDP RAG-rated items were not commented on specifically. The response was that at this point in the year, these points may not have been expected to have been completed, or even started yet in some cases. Also, particular to this year, the enormous amount of work done around the curriculum has taken priority over focusing on some other objectives. It was pointed out, too, that some objectives may require others to be completed first before they are addressed later in the year. Work on the curriculum, for example, is still at the “intent/implementation” stage, so work around impact is yet to be the focus.</p> <p>It was also noted that once the Subject Lead link roles are embedded, the SDP RAG-ratings should certainly provide nothing unexpected, as work would have been done prior to Committee and FGB meetings to assess progress around these SDP areas.</p> <p>Governors questioned whether certain areas such as Child-Led Learning would remain a focus in and of themselves or whether they would represent a strand through the work around the curriculum in each subject area. It would still be delivered but as the staff are embedding the new curriculum and only just familiarising themselves with it, the children will not be able to determine its direction at this point.</p> <p>However, the way teachers plan lessons allows for pupil voice and RC explained the SLT are looking into research and cognitive science theories surrounding curriculum sequencing.</p> <p>Governors thanked SLT for a well-written and comprehensive SEF, but noted that in future, it would be useful if there was some narrative around how the school was seeking to move from Good to Outstanding.</p> <p>AS asked the governors about the format of the HTR and it was agreed that going forward a more efficient way of providing the information contained therein might be to embed links to other documents, rather than duplicate reports already produced elsewhere.</p> <p>Governors suggested that rather than seeing what FH had done to reach amber, say, it would be more beneficial to see how they would reach green in the next steps and they noted that these discussions may well take place at Subject Link Governor level.</p> <p>Given this year’s focus on the curriculum, Governors queried whether certain priorities on the SDP 2019-20 should be removed, such as Child-Led Learning and CPD, as they would still remain on the 5-Year Plan (5YP), but it was agreed to leave them on but remove governors from acting as leads on those specific areas this year. The SLT maintained that the SDP is their working document and identity so did not wish to lose sight of other important elements</p>	

	<p>Governors were reminded to focus on the SIP’s suggested questions in their Committee meetings and AS reinforced this by commenting that these questions reflected points on the SDP too, such as ensuring the curriculum is broad and balanced, having knowledge across all subjects, improvements to be made in maths, the development of Subject Leads and so on.</p> <p>Governors asked whether the SLT thought they should communicate work around the SDP to parents, as otherwise the latter do not realise how much work and development is going on in the school. It was agreed that this was sensible, particularly with reference to the curriculum.</p> <p>The curriculum rationale that the SLT have produced is currently an overarching rationale for all subjects, but Subject Leads will be defining it in the same terms (love of learning, long-lasting knowledge etc.) for their own subjects.</p> <p>The SLT asked governors for their opinion on whether it might be better to have subject “rationales” rather than “policies” moving forwards, which would state their Intent, Implementation and Impact. Governors supported this idea.</p> <p>It was concluded that governors would approve the SDP but accept that it would change in future iterations and that it was imperative to start embedding Subject Link roles as soon as possible to facilitate SDP progress.</p> <p>Safeguarding: A Safeguarding update was provided to state that an NSPCC Action Plan audit had been carried out by the school (the results of which were circulated prior to this meeting) and that FH had met all of the 22 categories. HK had attended as Safeguarding link governor. FH still awaits LA advice on lockdown procedures.</p>	
7	<p>Chair’s Update</p> <p>Committee decisions were noted and approved, in particular agreeing the proposed targets for pupil achievement for 2019-20 for KS1 and KS2 as seen in the previous TLC meeting. The Phonics targets had not yet been discussed at TLC and these will be covered in the February meeting.</p> <p>Nursery</p> <p>An update was received on the NWG work and the progress concerning the Nursery Admissions form and brochure. Governors were shown the trifold leaflet recently produced and it was agreed that slight changes were still required. Governors commented that there ought to be less text and more photos. MS offered to go into Nursery to assist with the taking of photographs tomorrow as SS has just received enough permission slips from parents to allow this to happen under GDPR regulations.</p> <p>It was hoped that a parent who is a Graphic Designer will be able to help with the final layout of the brochure and subsequently an advertising banner.</p> <p>The application form will now allow families to choose their preferred slot: morning, afternoon, or full day, but not TreeTops or lunchtimes, as these choices will be dependent on what offer of a place they receive.</p> <p>The Nursery terms and conditions policy is now ready, and had been circulated to Governors prior to the meeting</p>	

It was agreed that the NWG had now completed their formal involvement in the Nursery provision discussions and they were thanked for their time and efforts, via the Chair, AW. Governors requested feedback in six months' time concerning the impact of the NWG's work.

Governors enquired as to whether there would be a bulge class replacing the outgoing Year 6 bulge class, as this could affect Nursery space in the future. It was not yet known whether this would occur and AS would continue to speak to AfC about this matter.

CONFIDENTIAL ITEM:

Policies

The following policies that had been approved by the TLC and FRP Committees were now ratified by the GB:

- Lettings Policy
- Behaviour Policy
- Child Protection and Safeguarding

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agenda –
feedback on
impact of
work of
NWG

		<p>Clerk to forward revised policies to Comms Officer for website and add to Google-drive</p> <p>CONFIDENTIAL</p>
8	<p>Governing Body Self-Evaluation</p> <p>CONFIDENTIAL ITEM</p> <p>The Clerk would contact AfC to enquire about whether reconstituting was required at this point.</p>	<p>Clerk to contact AfC regarding Instrument of Government and possible need to reconstitute</p>
9	<p>Any Other Business</p> <p>Governor training was discussed and it was noted that some governors complete many CPD courses and that everyone should be doing so regularly as best practice.</p> <p>“Getting to grips with governance” was recommended for newer governors, and it was noted that online courses were available if governors struggled to attend face-to-face training sessions.</p> <p>The clerk would forward a link to the NGA online training services to remind governors of options.</p> <p>AS suggested that FH could commission bespoke training for governors from AfC or that the SLT could provide sessions to governors on the curriculum or Ofsted, for example. Governors could revert with suggestions after considering these options.</p> <p>LF confirmed that she will receive notification if a governor needs to renew their Safer Recruitment training.</p> <p>The date of the next FGB was confirmed as Tuesday 28th April 2020 at 6.30p.m. The priorities for this meeting would include an update on year-end figures.</p> <p>CONFIDENTIAL:</p>	<p>Clerk to send online courses link to governors</p>

The meeting ended at **8.31p.m.**

Signed by the Chair _____

Date _____

Summary of Actions

Item number	Action	Responsible person
3.1	TLC agenda Feb 2020 - change TOR to reflect governor link role changes	JT/clerk
3.2	FRP TOR to change regarding virement approval	Clerk
5.1	All governors to read DM's notes from Ofsted training and "Inspecting the Curriculum"	All governors
5.2	Clerk to change Roles and Responsibilities doc in accordance with agreed roles	Clerk
5.3	TLC Feb 2020 agenda – to confirm all governor roles and responsibilities are covered	Clerk
7.1	July 2020 FGB agenda – feedback on impact of work of NWG	Clerk
7.2	Clerk to forward revised policies to Comms Officer for website and add to Google drive	Clerk
7.3	CONFIDENTIAL	Clerk
8.1	Clerk to contact AfC regarding Instrument of Government and possible need to reconstitute	Clerk
9	Clerk to send NGA online courses link to governors	Clerk