

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

**Minutes of the Full Governing Body (“FGB”) meeting
held virtually on Thursday 24th September 2020 at 6.30pm.**

Constitution, Membership and Attendance – (Bold=absent)

LA - 1	PARENTS - 2	CO-OPTED – 6	ASSOCIATE MEMBER- 3	STAFF – 2
Claire Strong (CS)	Rob Terry (RT)	Susan Dean (SD) CHAIR	Rachael Crook (RC)	Sarah Khan (SK)
	Alan Waterman (AW)	Hugh Kincaid (HK)	Diane Hutchence (DH)	Adam Scott (AS)
		Dean Morley (DM)	Sam Stephenson (SS)	
		Saphina Sharif (Crocker) (SSC)		
		Marcus Stanton (MS)		
		Jo Tatum (JT)		

Apologies: As above, in bold
Absent without apologies: None
Also attended: Assistant Head, Anna Davies (AD)
Assistant Head, Lorraine Figueiredo (LF)
Clerk, Francesca Lee (FL)

1	Welcome and Introductions: SD welcomed everyone to the meeting at 6.36p.m. via Zoom. The new Staff Governor, Sarah Khan (SK), was introduced. DM noted he would need to leave the meeting early. Apologies for absence, as shown above, were accepted.	ACTIONS
2	Declaration of Business Interests in Agenda Items: None	
3	Minutes of previous meeting and matters arising: The minutes of the previous 16 th July 2020 meeting, having been circulated prior to the meeting, were accepted and signed as a true record. With regard to matters arising from the minutes, all points were as per the update given on today’s agenda in the “September 2020 update” column and were either completed or on the agenda for this meeting.	
4	Head teacher’s update SD noted the update would be shorter than normal as the return to school had been discussed at length at TLC last week and that everyone had been asked to read the TLC minutes prior to the meeting and send any further questions in advance of today. AS provided a verbal update to inform governors that since TLC, only operational matters had changed and that drop off and pick up systems were still being adjusted where necessary. Governors congratulated the SLT on the smooth running of the system, however, saying how much effort had gone into its	

execution. AS noted, too, that SLT had met today to discuss lunchtimes and how to get all of the children into the hall for lunch. There were still logistical issues, but it is hoped that Autumn 2 will see the return of hot lunches rather than take-away packed lunches.

The quality of lunches should improve with the reintroduction of hot meals, as currently, the financial impact of losing customers for the take-away style lunches is being felt. This would be on the FRP agenda for October.

No further questions on the return to school were raised.

Material changes to the 2020-21 budget were discussed, with AS noting that information surrounding income streams such as lettings would be further updated at FRP, but that neither the church nor choir, who had previously used FH premises, were currently doing so.

Admissions were said to be in a constant state of flux. Between the start of lockdown and the summer, 15 children had left FH: 7 had gone to independent schools, 3 had gone out of borough and 5 had left the country. Since September, 11 had left the country, 6 had transferred internally and 5 families had elected to home school. Numbers were therefore changing on a daily basis and the financial loss was significant at more than £50K, as it was stated that each child would generate £3,200 plus extra funding for those who were in the PPG/EAL/FSM categories and those on SEND packages. The loss of £50K would impact the finances for the whole academic year, as the census, which takes place on 1st October and on which funding is based, is an annual exercise.

It was noted that the LA were perhaps not acting quickly enough to fill vacant spaces as there continue to be children on the waiting list who could fill vacant places quite swiftly. The borough will not allow movement until the 1st October census, although cross-borough movement can still occur. It is anticipated that there will be 16 vacant places on census day. The SLT did emphasise that this matter did not only pertain to FH and that other schools in the borough were in a similar position, but also explained that they had never been in such an extreme position as this with 17 currently on the waiting list while places were still available within school. AS informed Governors that he had already contacted the Head of Admissions to express his concerns and that Susan Withers continues to monitor the position on a daily basis. Governors acknowledged that the SLT could do no more than they had to rectify the situation. It is hoped that once census day has passed, places will be filled quickly.

AD joins meeting, 6.50pm

Concerning staffing, one resignation had been given owing to ill health and this position is now being filled with a job share. SLT had considered covering the position with a full-time supply teacher but they had deemed it better for the children to have two existing staff members who fitted the ethos of the school and who are now familiar to the children.

It was noted that this time of year would not be good to make a full-time appointment via advertisement as usually the most suitable candidates are already in positions elsewhere. As such, recruiting to cover the role would be unlikely to happen until next term.

Some parents had raised concerns over job share positions, but AS reassured governors that the SLT were providing opportunities for the teachers involved to have time to ensure handovers and consistency were thoroughly maintained.

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agenda -
financial
impact of
lunch
provision

	<p>Governors noted the positive financial impact of the staffing change. A Year Lead is not deemed necessary for this year group as the teaching team within it is already a strong and successful one and AD will cover the Phase Lead responsibilities.</p> <p>In further staffing updates, Susan Nash has now resigned from the admin team and the following positions would see imminent appointments made:</p> <ul style="list-style-type: none"> • 3-day role in office • HLTA • TA <p>SD noted that governors had raised questions concerning ideas to improve the home-learning experiences should another lockdown be imminent, but that these discussions would be better placed outside the FGB. AS thanked governors for their input on these matters, and always welcomed comments from governors even if they were not strategic points to be raised during committee meetings or the FGB.</p>	
<p>5</p>	<p>Strategic Planning</p> <p>The SLT presented the proposed School Development Plan (SDP) to governors and although it had been discussed at TLC, governors noted the technical issues during that virtual meeting had not made it conducive to a fully engaging and beneficial discussion. Zoom was being used tonight, rather than Googlehangouts which had been used last time, in the hope that it would provide an easier technical experience with less interference.</p> <p>Governors noted that the SDP had been pared back to essentials and agreed that the plan was clearer and more manageable because of this.</p> <p>Governors did challenge the SLT, however, on having lost some of the FH essence in the SDP this year. They felt the softer side seemed to be missing to an extent. Important issues such as wellness and child-led learning, which they had expected to come through the various strands of the plan, were not immediately evident.</p> <p>AS agreed but insisted that the Action Plans sitting alongside the SDP, which he offered to share shortly with governors via email, would bring these elements into play. Points in the Action Plans included pupil voice, pupil choice, the 6R's and the promoted love of learning, for example. These would illustrate the feel of FH rather than merely be a list of points to action and Governors look forward to having sight of these in due course</p> <p>AS explained he had sent the SDP to the School Improvement Partner (SIP), Emma Smith (ES) and she had suggested the SDP objectives be more aligned with Ofsted headings. However, AS felt the SEF followed the Ofsted criteria and that the SDP ought to be aligned more to the Five-Year Plan. The SIP would visit next week and further discussion could be had, although the SLT did assure governors that they had considered the Ofsted criteria in when writing the SDP and that the impact of the various SDP actions would be measured in that context.</p> <p>RC continued to note that the SDP impact could be directly linked to the Ofsted criteria, as the SEF would require this to be taken into consideration.</p> <p>AS suggested in order to clarify the SDP objectives more in terms of their Ofsted link, the Ofsted criteria could be put in brackets beside the objectives. Governors agreed direct mapping of the two would be beneficial on the plan.</p>	<p>SLT to share Action Plans to complement SDP with governors via email</p>

	<p>Governors did challenge the SLT to show more clearly which of the criteria on the SDP took precedence as it could be the case that many actions got a green RAG-rating, but the objective may still not be met. Therefore, SLT suggested putting the main item within each area as the top point on the plan, and listing subsequent actions in terms of priority.</p> <p>The SLT acknowledged some measures were still qualitative but that they hoped to quantify the success criteria further in terms of impact. While not all success criteria could be quantitative, perhaps using a method showing different colours and providing more commentary around the impact, particularly in relation to Ofsted links, could be added.</p> <p>As the FGB will not meet until January 2021, which will be almost halfway through the year, governors asked if they might see the plan in its revised iteration prior to this.</p> <p>It was agreed that the KPI and extra measures of success could be shared by October half-term, but that the impact of the success criteria could only be assessed at the end of each term. Therefore, an assessment of impact would follow the December data drop and be circulated to governors in the second week of December, ready for discussion at FGB January 2021.</p> <p>Governors confirmed their allocations of roles and responsibilities for the academic year. These had been circulated prior to the meeting, with any necessary discussions having taken place with individuals involved. SD clarified that all roles this year had been mapped back to the SDP. The list of roles was divided into Statutory areas, links to SDP (including Subject areas within the Broad & Balanced Curriculum category) and then also miscellaneous areas, such as Behaviour. Governors agreed there were no further roles to add and that all required areas were present. In particular, Governors thanked MS for offering this year to take on PPG and SEND areas, and DM for covering GDPR.</p> <p>It was noted that the SLT had produced a schedule for governor visits but that none should take place until Autumn 2. JT will contact governors when it is time to begin arranging the link meetings and will send them the latest versions of the required documents to facilitate the visits.</p> <p>The procedure for arranging a link governor visit was to contact the office or the SLT member directly, if the meeting is with them</p> <p>It was noted that the visits would differ to previous ones, owing to COVID regulations, but that governors would still meet the SLT member, Subject Lead, and do booklooks as before. If governors were comfortable to meet the school links in person, this could be done in the meeting room, without the need for governors to set foot in corridors and mix with any children. They could alternatively look at books in the meeting room and then later hold the meeting via Zoom with their links.</p> <p><i>DM leaves meeting 7.31pm</i></p>	<p>For SLT to share revised SDP with governors prior to half-term Oct 2020</p> <p>For SLT to share SDP impact conclusion in second week of December. Discussion to follow at FGB Jan 2022</p> <p>JT to mobilise link governor meetings for Autumn 2 by sending related documents and schedule</p>
6	CONFIDENTIAL ITEM	

7	<p>Policies</p> <p>Governors ratified the SEN & Inclusion Policy and Supporting Pupils with a Medical Condition Policy (as approved by the TLC Committee last week). One final change had been included today on the Supporting Pupils with a Medical Condition Policy, after governor suggestions had been received.</p> <p>Governors had discussed the new Equality Statement at the last FGB when the SLT had explained it was to be circulated to governors for email approval by 21st Oct 2020 and then subsequently put on the TLC 1st Dec 2020 agenda for formal approval.</p>	<p>Clerk to forward SEN & Inclusion and Supporting Pupils with a Medical Condition Policies to LK, Comms officer.</p> <p>Equality statement/ policy to be circulated to governors for email approval by 21st Oct 2020. TLC 1st Dec agenda for formal approval</p>
8	<p>Governing Body Administration 2020-21</p> <p>Owing to having to hold the FGB virtually this evening, it had been decided to carry out as many administrative tasks via email prior to the meeting.</p> <p>SD confirmed that all governors had:</p> <ul style="list-style-type: none"> • reviewed and approved Governing Body Standing Orders including the 3 annexes. It was noted that the FRP TOR in the annexes will be reviewed at FRP in October 2020, but that governors were happy to approve the version from last year that the Chair of FRP deemed fit for purpose at this point in time. • approved and confirmed agreement with the Governors' Code of Conduct 2020-21, • confirmed all their personal information contained on the Register of Interests sheet is accurate, and • confirmed having read KCSIE Part 1. • undertaken Level 1 Safeguarding training and sent certificates to Nicola Dwyer. <p>LF noted that for school records, she would forward a Google form for governors to sign their confirmation of having read KCSIE part 1.</p> <p>Governors discussed the approach to filling vacancies on the GB, namely:</p> <ul style="list-style-type: none"> ○ LA-appointed Governor ○ Co-opted Governor <p>SD was pleased to tell Governors that CS has agreed to stay on for another term, but with reduced responsibilities owing to her other commitments.</p> <p>CONFIDENTIAL ITEM</p> <p>She was thanked in her absence for all her hard work and her acceptance to continue in role. AfC, working on behalf of the Royal Borough of Kingston LA, nominate Claire Strong based on the recommendation of the board. The board agreed to formally appoint Claire Strong as LA governor for a further four-year term of office from 24th September 2020.</p> <p>Gary Boyd, Co-opted governor, resigned his post last year. CONFIDENTIAL ITEM</p>	<p>LF to send Google form to governors to confirm having read KCSIE part 1</p>

	<p>It was noted that the GB must consider a succession plan this year, as potentially several governors could leave when their terms are complete this academic year. HK has already said this year will be his last, after a long stint on the GB, while AW and SD's terms also expire in 2021.</p> <p>Governors were asked to confirm what training they have booked on to in the coming academic year and reminded themselves that it was imperative to keep updated with governance CPD, especially relating to governors' link roles and allocated areas of responsibility.</p>	
9	<p>Next meeting Governors confirmed the next FGB meeting would be held on Tuesday 12th January 2021 at 6.30pm The priorities for the meeting would be the SDP. It was agreed that the Zoom meeting had been of better quality than the Googlehangouts conferencing facility used previously. Governors agreed all agenda points had been covered well and that they had no further comments. Accordingly the meeting was concluded.</p> <p>The SLT were thanked for all their work, and likewise the governors were.</p>	

The meeting ended at **7.51p.m.**

Signed by the Chair _____

Date _____

Summary of Actions

Item number	Action	Responsible person
4	FRP Oct 2020 agenda - financial impact of lunch provision	Clerk/DH
5.1	SLT to share Action Plans to complement SDP with governors via email	SLT
5.2	For SLT to share revised SDP with governors prior to half-term Oct 2020	SLT
5.3	For SLT to share thoughts on impact of SDP actions in second week of December. Discussion to follow at FGB Jan 2020 - agenda	SLT/Clerk
5.4	JT to mobilise link governor meetings for Autumn 2 (by sending related documents and schedule of visits)	JT
6.1	CONFIDENTIAL	Clerk
6.2	CONFIDENTIAL	DH

7.1	Clerk to forward SEN & Inclusion and Supporting Pupils with a Medical Condition Policies to LK, Comms officer. LF to send FL latter revised policy first.	Clerk/LF
7.2	Equality statement/policy to be circulated to governors for email approval by 21 st Oct 2020. TLC 1 st Dec agenda for formal approval	SLT/Clerk
8	LF to send Google form to governors to confirm having read KCSIE part 1	LF/Clerk