

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

**Minutes of the Full Governing Body (“FGB”) meeting
held virtually on Zoom on Tuesday 27th April 2021 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 6.32p.m. via Zoom. Apologies for absence: none	ACTIONS
2	Declaration of Business Interests in Agenda Items: None	
3	Minutes of previous meetings held on 12th January 2021 and Matters Arising The minutes of the previous meeting, having been circulated prior to the meeting today, were accepted and signed as a true record. With regard to matters arising from the minutes, all points were as per the information given on today’s agenda in the “update” column and were either completed or on the agenda for this meeting.	

<p>4</p>	<p>Headteacher's Report</p> <p>Governors thanked the SLT for providing the HTR last week to read in advance. AS commented on the highlights of the HTR, and the format of the document itself.</p> <p>The document showed the Autumn information as well as the Spring, so that tracking of progress was facilitated for governors.</p> <p>AS acknowledged there had been issues with some governors not being able to access the hyperlinks, but noted a live document is best for keeping all information up-to-date.</p> <p>AS informed governors that SLT planned to write the 2021-22 SDP before FGB July in order for governors to have it at an earlier stage before the start of the next academic year.</p> <p>The SDP had not yet been aligned with the HTR but AS reminded governors that there had only been 3.5 weeks in school to inform this Spring HTR. SSC was happy to assist the SLT to align the documents in future: the HTR, SDP and SIP reports. Governors agreed they would hope to see these links made in the next academic year.</p> <p>AS noted that with regard to HTR content, there had been a focus on Catch-up Funding, and that he was also aware that many actions had been pushed back owing to the lockdowns. The data that would have come earlier in the year will be seen at TLC 25th May 2021.</p> <p>The Summer term HTR will note the impact of actions more so than could be seen now. TLC May could also show some of the impacts once data is seen.</p> <p>Emma Smith, the SIP, had put suggested questions in her report for governors to focus their discussions on. It was agreed that JT would incorporate some of these into the TLC agenda in May 2021.</p> <p>Governors asked about the number of pupils on roll. At FRP in March, it had been said there were fewer vacancies than at the time the census was conducted. Now there seemed to be a greater number of vacancies.</p> <p>SLT explained the financial situation would not change as the funding is decided at the time of the census, but that indeed numbers on roll were currently very fluid, and there was no indication of when they would become more stable.</p> <p>In general, it was said, the tables showing trends and the narratives within the HTR were extremely helpful to governors, but one further step might be more context-setting and perhaps indicating targets against each metric.</p> <p>A question was raised on the staff survey. A recent survey had concerned lockdown only and the normal staff survey, to include questions on staff well-being, which had previously been an area governors had enquired into, would be conducted in the summer term. These results will be shared in July's TLC.</p> <p>SLT stated that they were aware of which members of staff currently needed more support or had been struggling in lockdown, and these members were receiving this help, with SLT giving significant amounts of time to this.</p> <p>The focus for TLC in May would be the data review and an update following subject link visits. It was noted that the more recent TLC meetings had had less substance than normal, owing to lockdowns, and therefore the next two would carry more weight, including looking at how the SDP priorities are being progressed. Everyone was invited to attend TLC, regardless of whether they sit on that Committee, as certain agenda items to be discussed are ones usually seen at FGB meetings.</p> <p>Governors enquired as to whether the pupils' Writing was improving, as this had been a previous area of discussion. Data for Writing would be seen at TLC May.</p>	<p>SDP 2021-22 on FGB July agenda</p> <p>TLC May agenda to incorporate appropriate SIP report questions; data review; Subject Link visits updates; how SDP priorities are being progressed</p> <p>Staff survey results to be seen TLC July meeting – agenda</p>
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AS noted governors had asked when he suspected the catch-up period might end but that it was unfortunately not possible to answer that question. He predicted the social and emotional effects of the lockdowns would continue for a long period, and that to see the real academic impact would take a full assessment cycle over the next year.

SS informed the governors of what was in place for pupils using the Catch-up Funding.

- Part of the funding pays for the national tutoring programme. It can be used as the school see fit.
- It is proven that class teachers have the greatest impact on pupil learning.
- Class teachers are providing booster groups; some did so on Zoom during lockdown too
- Booster groups are taking place in Years 1,2,3 and 6
- Class teachers are teaching children, in boosters, who are off-track or are underperforming
- PPG pupils came into school during lockdown
- The school can access 1, 2 or 3 of 36 designated companies to provide tuition
- Third Space Maths and Fresh Start in Education (for English) have been selected
- SS noted the children involved loved the groups and were thoroughly motivated
- There are tuition groups for Years 3 and 4
- A focus group exists in Year 5, taught by a teacher. They also have Fresh Start Writing sessions.
- It was confirmed that all the children needing extra support were receiving it in one format or another

Governors noticed the SIP report had many references to BAME. They asked SLT whether this group was a target area for FH.

It was stated that it was certainly on the borough agenda but that there are only 10 Black African and 9 Black Caribbean children across FH. The biggest group is pupils from Hong Kong.

AD had attended online conferences on the subject of BAME and FH's BAME children had then been identified from the autumn data to analyse whether they need to become a target area.

Likely staffing changes for the next academic year were discussed to note that there were 2 teacher resignations (one personal reasons, one emigrating); one person was retiring; 2 maternity leave teachers were returning. The latter had hoped for a flexible working contract, but it was noted this was sadly not possible currently. A part-time reception teacher was going to take maternity leave and 3 NQT appointments had just been made, with which SLT were very pleased.

At FRP in March, discussions had noted that losing teachers higher up the pay scale and appointing NQTs would make significant savings, however, the resignations had also come from NQTs this year.

AS noted more resignations could yet come before the deadline in May.

An update on Safeguarding was provided.

- HK will meet LF next week
- There are no major incidents to report at this time
- An influx of disclosures had been anticipated following lockdown but this has not been the case

	<p>Governors noted from the Chair's Update, circulated prior to the meeting, that FRP had approved <u>the budget</u> for the next academic year.</p> <p>FRP had also questioned when the <u>Voluntary Fund Contributions</u> letter would go out to families. This was expected to be circulated within the next 24 hours. Governors advised that the next FRP meeting ought to consider a Comms strategy and plan exactly when letters would go out for the next academic year.</p>	<p>FRP July agenda – to discuss Comms Strategy and letter circulation dates for the Vol Fund for academic year 2021-22</p>
<p>5</p>	<p>CONFIDENTIAL ITEM</p>	
<p>6</p>	<p>Policies The following policies, which had been approved by Committees, were now ratified :</p> <ul style="list-style-type: none"> ○ Complaints Procedure ○ Grievance Policy ○ Staff Code of Conduct <p>Governors noted that the Complaints Procedure requires alignment on page 8/9 to make it look more professional.</p> <p>AS invited governors to track changes on policy documents in future if they wish to make corrections to typing errors or grammatical errors, rather than policy content. They could then channel policies through the clerk. Any content changes should be discussed with the link governor for the policy. This link would be listed on the agenda beside the policy, or could be found on the Policies Live List on the Googledrive. The clerk would also circulate this list.</p> <p>Governors again requested that policies coming from SLT had the track changes feature available to save them time in re-reading whole policies which may only have insubstantial changes.</p> <p>It was suggested that the source of a policy could also be referenced, as governors would benefit from understanding what underpins policies before they review them. If, for example, policies are based on standard templates from HR or the LA or The School Bus (taking their source from government policy), this would be useful for Governors to know.</p> <p>LF asked governors to review and ratify the EYFS policy that they would review via email tomorrow. It has been rewritten in light of curriculum changes and needs to be uploaded to the website for the benefit of new starters in September 2021 (to whom offers have already been made). It was agreed that all governors will review the policy, send comments to AW (EYFS link) by Thursday and that he will then hold a final version for ratification on Friday 30th April.</p> <p>Governors discussed whether it would be beneficial to put information showing leavers' destinations online, alongside the policy for prospective parents. It was agreed that this could be added, but not in terms of how many children went on to each particular school. In particular, Governors felt that highlighting the number of children who move on to selective schools would not be inclusive and is not a measure of FH's success.</p>	<p>Clerk to send policies ratified to Comms Officer for inclusion on website</p> <p>Complaints Procedure to be aligned on p8/9</p> <p>Clerk to circulate Policies Live list so governors can see links for each policy</p> <p>Clerk to circulate revised EYFS Policy tomorrow for electronic ratification by the end of the week</p>

	<p>As a Year 6 teacher, Staff Governor SK noted that the percentage of children going to such schools differs greatly each year, as do the entrance exams, and that percentages online could cause upset to children who have missed getting into such schools, as well.</p> <p>Therefore only the actual destinations for leavers would be shown.</p>	
7	<p>Any Other Business</p> <p>Governors discussed and agreed the approach to filling the existing vacancy for a co-opted Governor, noting that as AW's term as Parent Governor is due to expire on 23rd May 2021, one option was to appoint him to fill the co-opted vacancy. Governors felt that AW's huge contribution to the GB over the years, his involvement in the Academisation discussions, his blend of skills and his ongoing commitment to the role made him a very suitable candidate for the co-opted position. Governors unanimously approved of his appointment.</p> <p>The clerk summarised the position with regard to filling the Parent Governor vacancy that would arise at the end of AW's term on 23rd May. She explained that a letter had gone out to invite nominations last week but that so far no questions or nominations had been received. AfC advised leaving the vacancy open but re-running the election shortly afterwards again in the event of a lack of candidates. AfC had also suggested the GB hold an open forum for potential candidates to meet and question the governors about the role and the GB. It was agreed that this could be considered if a second election was required, although a face-to-face forum would be unlikely with COVID restrictions.</p> <p>Governors enquired as to whether it was sensible to contact people who had previously applied to be Parent Governors, but it was felt that the last election was quite some time ago (2018) and that also if they had not been successful at that point, they may not feel motivated to nominate themselves once more.</p> <p>The clerk would ask Comms Officer LK to put another reminder in the school newsletter regarding nominations this week.</p> <p>As Chair, SD thanked HK and CS for agreeing to stay on in their roles also to assist in the transition process, having been such a part of the journey towards potential academisation, and AS echoed his gratitude. SD also noted her own term would expire in September 2021 and she intends to stand again. The nomination for GB Chair for the next academic year will take place in FGB July.</p> <p>Governors confirmed the next FGB meeting would be held on 15th July 2021 at 6.30pm. and a full agenda was to be anticipated, to follow TLC on 25th May 2021.</p> <p>The SLT and Governors were thanked for all their work at this challenging time.</p>	

The meeting ended at **7.45p.m.**

Signed by the Chair _____

Date _____

Summary of Actions

Item number	Action	Responsible person
4.1	SDP 2021-22 on FGB July agenda	Clerk/SLT
4.2	TLC May agenda to incorporate appropriate SIP report questions; data review; Subject Link visits updates; how SDP priorities are being progressed	Clerk/JT/SLT
4.3	Staff survey results to be seen TLC July meeting – agenda	Clerk/JT/SLT
4.4	FRP July agenda – to discuss Comms Strategy and letter circulation dates for the Vol Fund for academic year 2021-22	Clerk
6.1	Clerk to send policies ratified to Comms Officer for inclusion on website Complaints Procedure to be aligned on p8/9	Clerk Comms Officer
6.2	Clerk to circulate Policies Live list so governors can see links for each policy	Clerk
6.3	Clerk to circulate revised EYFS Policy tomorrow for electronic ratification by the end of the week (30.4.21)	Clerk/AW