



YERBURY PRIMARY SCHOOL

Minutes of the governing board meeting held at the school, Foxham Road, N19 4RR on Thursday, 28th November, 2019 at 7.00pm.

*Rosemary Marsh (RM) - Parent Governor and Chair (22.01.21)	*Rosamund Webb (RW) - Parent Governor (01.03.23)
*Cassie Moss (CM) - Headteacher	*Julia Gale (JG) - Staff Governor (15.03.20)
*Laura Keough (LK) - Co-opted Governor (22.01.21)	Emily Briggs (EB) – Co-opted Governor (26.06.23)
Ben Fitzsimons (BF) – Co-opted Governor (14.03.22)	*Sam O’Leary (SOL) – Co-opted Governor (28.11.22)
*Revathi Raghavan (RR) – Co-opted Governor (27.11.23)	*Fenella Bolton (FB) – Parent Governor (19.11.23)
*Sarah Thornley (ST) – Parent Governor (19.11.23)	

*Denotes members present

Also present:

Liam Frost (LF) – Associate member
 Zoe Richardson (ZR) – Associate member
 Alan Skea (AS) – Associate member
 Brida Donoghue - Clerk

		<u>ACTION</u>
1. <u>WELCOME</u>	RM welcomed everyone to the meeting and introductions were made for the benefit of Sarah Thornley and Fenella Bolton, new Parent Governors, and for Revathi Raghavan, new co-opted Governor.	
2. <u>APOLOGIES/CONSENT FOR ABSENCE</u>	<p>a) <u>Apologies Received</u></p> <p>Apologies were received from EB ST who had to leave early.</p> <p>b) <u>Consent to Absence</u></p> <p>Consent was given for apologies received. Other absences were noted.</p>	
3. <u>Register of Business Interests/Disclosure and Barring Service (DBS) Checks/Section 128 Checks</u>	<p>a. New Governors completed the annual Register of Business Interest form and the self-declaration form. Others present who had not completed the</p>	

		<u>ACTION</u>
	<p>Register of Business Interest form in the summer term did so at the meeting.</p> <p>b. DBS checks for new governors will be organised.</p> <p>c. It was confirmed that up to date Section 128 checks had been completed for everyone except new governors. These will be arranged.</p> <p>d. The code of conduct for 2019/20 was signed by all present. The clerk will follow up for absent governors.</p> <p>No interest in items on the agenda was declared.</p>	<p>CM</p> <p>CM Clerk</p>
4.	<p><u>NOTIFICATION OF ANY OTHER BUSINESS</u></p> <p>There were no notifications to consider.</p>	
5.	<p><u>COMPOSITION OF THE GOVERNING BODY, COMMITTEES, LINK GOVERNORS</u></p> <p>5.a.i Composition Changes</p> <p>Upcoming terms of office ending for ZR and JG were noted. A staff governor election will be held in due course.</p> <p>The completion of terms of office for JH and AS were noted and governors expressed their gratitude to them for their hard work and support of the board and school during their tenure.</p> <p>RM stated that there were currently vacancies for a co-opted governor and a local authority governor. A recommendation for co-option would be proposed at this meeting.</p> <p>5.a.ii. Parent Governor Appointments</p> <p>Parent Governor elections had been held and Sarah Thornley and Fenella Bolton had been elected for a four-year term ending 19th November 2023. Both were welcomed to the meeting.</p> <p>5.a.iii Appointment of LA Governor Following Nomination – Update</p> <p>RM reported that the local authority had been approached regarding a local authority nomination and this is awaited.</p> <p>5.a.iv. Appointment of Co-opted Governor</p> <p>Being proposed in her absence, the Board agreed the appointment of Revathi Raghavan (RR) as a co-opted governor for a four-year term ending 27th November 2023. A governor stated that she had looked at SGOS and an on-line platform and ten applications had been received of which three applicants had been shortlisted for interview. A panel of governors had met with RR and had been very impressed by her. They found RR, a lawyer by profession, to be extremely communicative, very enthusiastic, with a very good understanding of the ethos of the school and who is very interested in its diverse intake. She is very passionate about the role and keen to devote herself to it. Her appointment as a co-opted governor was recommended and</p>	<p>CM</p>

		<u>ACTION</u>
	<p>this was approved unanimously. On her return, RR was congratulated on her appointment.</p> <p>5.a.v Appointment of Associate Member</p> <p>Completing her term of office on 29th November, ZR was proposed in her absence for re-appointment as an associate member for one year ending 29th November 2020. ZR is a member of staff and a phase leader. This was unanimously agreed. On her return ZR was congratulated on her re-appointment. ZR expressed concern that this appointment had not been opened to other staff and it was pointed out that this role is different to a staff governor role.</p> <p>Having left the room, AS was proposed for appointment as an associate member. RM explained that AS had completed a term of office as a parent governor and was willing to be nominated for an associate member role. AS is Chair of the F&GP committee and his skills and knowledge will be invaluable in this new role. AS had expressed his willingness to carry on in this role for at least one year whilst thought is given to succession planning. The appointment was recommended and was approved unanimously. AS was congratulated on his appointment on his return.</p> <p>Discussion followed on this new appointment and it was confirmed that as an associate member no voting rights would be attached to this role. It would, therefore, be important to reconsider co-options to the committee. This was not felt to be an issue.</p> <p>5.b. Committees</p> <p>Committees had been reviewed at the September meeting. It was pointed out that a new member for the Headteacher's Performance Panel would be needed for the meeting on 10th December and a volunteer was sought. RR agreed to step in. The membership of the Pay Committee would also need review but the committee will not meet again until next year.</p> <ul style="list-style-type: none"> • Approval of Committee Terms of Reference RESOLVED: to approve the terms of reference as presented • Discussion of Committee Chair procedures – this item had been completed. 	
6.	<p><u>MINUTES OF THE PREVIOUS MEETING</u></p> <p>RESOLVED: that the minutes of the meeting of 27th June 2019 be agreed as a true record.</p>	
7.	<p><u>MATTERS ARISING FROM THE MINUTES</u></p> <p>With the following exceptions all actions from the last meeting were completed or were on the agenda for this meeting.</p> <p>Item 4.a.i. Attempts had been made to seek an LA governor for the board and a nomination from the LA is awaited.</p>	

		<u>ACTION</u>
	<p>Item 6 13a - Overarching policy: This item is outstanding and will be completed by SOL with support from CM.</p> <p>Item 14: Clarification to be sought if the visit report from BF had been circulated.</p> <p>It was confirmed that the board had all the skills it needed.</p> <p>An action missed from the last meeting was to re-write the Governors' self-evaluation because of the new Ofsted Framework and this had been completed by RM and was included with the papers for this meeting. It was commended as a very comprehensive document and members were encouraged to add to it if they wished. It was agreed to add this as a standing item to agendas to remind members to add to it.</p>	<p>RM</p> <p>SOL</p> <p>Clerk</p>
8.	<p><u>CHAIR'S ACTION/REPORT</u></p> <p>RM presented her report and invited questions. She stated that she had attended a WiSS meeting (Working in Support of Schools) which is a meeting of primary school headteachers and the school support partner from the local authority. The school support partner will ask schools lots of questions and grade them in a traffic light system. This was explained for members. Follow-up action will depend on results and, as Yerbury had a very low risk factor, there will be a hands-off approach from the local authority. It had been an extremely useful meeting to attend and other governors were invited to attend in the future. This is an annual meeting and SOL and ST expressed an interest in attending.</p> <p>RM had also been involved in the recruitment of new governors.</p>	
9.	<p><u>HEADTEACHER AND TEACHER APPRAISAL AND PAY – UPDATE</u></p> <p>It was agreed to take this item with the reports from committees.</p>	
10	<p><u>REPORTS FROM COMMITTEES</u></p> <p>New governors were invited to attend the next committee meetings as observers.</p> <p>Curriculum & Learning Committee</p> <p>RW reported. The last meeting had been held on 3rd October and minutes were included in the bundle for the meeting. In answer to a governor's question it was confirmed that the committee meets three times per year. Items discussed at the October meeting included attainment, data, behaviour policy and the School Development plan. Questions were invited. Actions from the meeting had been completed with the exception of the sports survey of pupils which will be done by LF.</p>	<p>LF</p>

		<u>ACTION</u>
	<p>Finance & General Purposes Committee</p> <p>AS reported. The committee last met on 17th October and minutes had been circulated with the papers for this meeting. The budget position was ahead of target although there were some spends to come. The benchmarking report presented had been very interesting. It was difficult to compare schools as all are different.</p> <p>The summer works were discussed and the committee appreciated the full update to the asset management plan. The level of work still to be done was significant. In terms of actions, the competency framework will be uploaded by AS. CM announced that Schools Forum had agreed £20k in match funding for Yerbury. Governors thanked CM for her persistence on this matter. In terms of the Back Building project, the company is reviewing if it is feasible for them to get parking permits and this initiative was explained for new governors.</p> <p>Discussion has been had with BF who seemed willing to take on the task of reviewing committee agenda templates in line with terms of reference. The breakdown of historical spend will be presented to the next F&GP committee by CM. It was clarified that CM would insert a reference to check with the LADO on the Allegations against Staff policy. All other items had been completed or were in hand. EB will discuss carbon monoxide monitors with LOK who is also looking into this matter.</p> <p>A governor asked if the additional January/ February strategy meeting was required. It was agreed that it was still necessary as the current budget is part of a two-year projection and it would be important to have the strategy meeting in Spring Term provisionally. A provisional date is to be set for this meeting.</p> <p>Pay Committee</p> <p>SOL reported. The meeting had been held on 8th November and the minutes were circulated with the papers. Members had discussed the Pay Policy and the Appraisal Policy. Changes had been made to the pay policy and the current procedures for advancement were explained. Staff progress the six levels on the main scale on an annual basis and through threshold scales bi-annually. This is now changing to a minimum time frame of one-year and this could be costly for the school as salary increases have to be met from the school's delegated budget. To advance to and through threshold levels teachers must show a sustained, substantial and highly competent contribution. Teachers would also have to meet the Teachers' Standards. This had been discussed by CM and LF and wording added to the policy. The policy had not yet been adopted and if approved by governors it was planned to take it to teachers for consultation.</p> <p>CM stated that she had spent a long time building trust between teachers and SLT to have an approach where feedback was welcomed. She was concerned about having a very hard evidence-based approach to the UPS application process. She felt it was important not to place too much emphasis on observations and did not want to lose the ethos as it could be detrimental to staff development. The wish was to come up with more specific criteria which were more led by staff so they have feedback to which they can work.</p>	<p>AS</p> <p>CM CM</p> <p>EB</p> <p>AS/CM</p>

		<u>ACTION</u>
	<p>Discussion would take place with CM early in the year where areas for development could be identified and training organised. There was a collaborative approach to achieving the threshold.</p> <p>CM shared a document that had been developed by other Headteachers and stated that Yerbury's performance management targets are based on the SDP (School Development Plan) whilst other schools might use the Teachers' Standards. Yerbury do not use the standards as it believes teachers are already achieving these. She felt that the document could be useful in the appraisal setting to demonstrate progression and could be used as a tool for career progression. She stressed that the trade unions had not agreed it but, provided it was agreed by staff, it could be added to the policy.</p> <p>A governor stated that he had been persuaded on the need for some flexibility, provided the three criteria of sustained, substantial and highly competent contribution were rigorously applied,</p> <p>CM believed that staff were already doing a lot of this in any case. A governor asked why the trade unions had not agreed the document. Whilst this was not known, one assumption was that there was a risk that teachers might be held to account at a lower level. Governors felt it was important for staff to know that Yerbury would use such a document in a fair and reasonable way.</p> <p>A governor asked how teachers would demonstrate competence and whether this was about providing evidence. This was felt to be a matter for the Pay Committee to decide. It was stated that teachers are not expected to come with lots of papers to prove competency and, whilst the Pay Committee will request a level of rigor, current workload would not allow for the production of a huge file of evidence. Whilst it was agreed that staff did not need to produce a certificate for everything, it was important that no one slipped through. Governors acknowledged that the committee would be looking to pass people and not to fail them. A governor stated that all teachers will be meeting targets but these must be stricter for UPS applications and the process needed to be rigorous. The governing body needed to be vigilant and this was one of the real responsibilities of the board. This was acknowledged.</p> <p>To summarise, RM asked if governors were being asked to approve the new Pay Policy which has an explanation of the new process in it. Governors were referred to page 24 of the document where the new criteria for progression to UPS1, 2 and 3 were outlined. Governors asked for clarification on what they were being asked to approve. It was confirmed that they were being asked to approve the Pay Policy and would be asked to approve the Appraisal Policy following consultation with staff. A governor pointed out that the document had not been seen by members. CM stated that she wished to take the document developed by headteachers to staff to get their agreement and then bring it back to the board to add to the Appraisal Policy. Discussion followed as to whether the document needed to be in a policy as it was about procedure and the policy was about criteria.</p> <p>A governor stated that the Pay Committee holds the Headteacher to account for decisions made and she has to provide evidence for these. However, a governor felt that it was not clear what level of scrutiny was required by the</p>	

		<u>ACTION</u>
	<p>pay committee on the appraisal process. At the moment the board and the pay committee have very little insight into how decisions are made and the question was if they had sufficient oversight. These questions might require further discussion.</p> <p>A governor asked if it would be possible to anonymise an appraisal so that the board could vouch for its rigor and this was confirmed. The staff governor was asked for her view on the matter. She stated that a huge amount of work had had to be done under the old system and it was very reassuring to hear that this would not be required. An associate member stated that she had provided some evidence but the systems in school were very clear and a lot of the work done is captured by these systems. In answer to a governor's question she confirmed that she had felt well supported and that the appraisal system had been well managed. Teachers are constantly producing the evidence in any case and SLT are constantly seeing it. Examples given include line management meetings. A governor felt that staff would be reassured when they had sight of the document. A governor felt that the document retained the collaborative spirit but was also rigorous. A governor asked how consultation would be done and it was stated that staff would be asked to submit concerns which would be considered.</p> <p>RM clarified that, with the caveat that staff be consulted on the document, governors were asked to approve the policy with amendments and this was confirmed.</p> <p>In terms of annual and long-term salary costs, a governor stated that there had been no review of how staffing should be structured and what staff costs ought to look like. For example, could there be a policy that stipulated the maximum salary level for new appointments. Governance had no oversight of that process. It was agreed to bring this matter to the F&GP committee.</p>	Clerk to add to agenda
11	<p><u>HEADTEACHER'S REPORT</u></p> <p>CM presented her report which had been previously circulated and invited questions.</p> <p>Staffing</p> <p>It was acknowledged that if the decision was made to have a target structure this is where it would sit. Governors were reminded that the staffing structure presented was a skeleton one and this was noted by governors.</p> <p>As requested at the last meeting, a report on the impact of the budget cuts on SLT had been provided in the papers which outlined the impact for both staff and pupils. Whilst staff were very supportive it was felt that the cuts meant that for four days out of five, SLT has to provide cover somewhere and this meant not doing something else.</p> <p>A governor noted that whilst this was not the most economical way of providing cover there was added value in it.</p>	

		<u>ACTION</u>
	<p>School Roll</p> <p>CM wished to formally recognise the hard work of the office and administrative staff in admitting pupils to the school. Staff had come into school a week before the autumn term began to offer vacant places. Last year ten places had been available and the staff had worked incredibly hard to get children on roll before Census Day. This is an increase of five pupils on last year and equates to £30k funding. It was noted that child numbers in the borough are reducing.</p> <p>School Development Plan</p> <p>The school development plan had been agreed at the CLC committee meeting and was presented for ratification.</p> <p>Link Governors</p> <p>The link governor role was explained for new governors and governors asked to volunteer for vacant positions. Links were agreed as follows:</p> <ul style="list-style-type: none"> • Maths Focus – AS • Outdoor Learning Focus – ST • Tolerance Focus – FGB • Revenue Funding Generation Focus – FB <p>CM provided the in-school contacts for these areas to link governors.</p> <p>CM reported that a couple of bricks had fallen from the cornice of the building and that area was now out of action. She was very concerned that this was the second such incident and was liaising with Tom Louvre to get the whole building checked and is awaiting information on this.</p> <p>There had also been noise issues from the industrial site next door and CM had met with the project manager and two site managers regarding the issue. Once on the school site they acknowledged that there was a problem. In answer to a governor's question it was explained that this is an industrial park where enabling works are now being carried out. As a response to the issues raised it had been agreed to erect monoflex to safeguard against dust and to install acoustic hoarding and dust suppressors. The company is considering asking staff to work on Saturdays. They will also get a surveyor to check that the wall is safe. A governor asked what was happening on the site and it was confirmed that works will continue for six months – the loudest work being done now until Christmas. CM had also requested dust and vibration monitors.</p> <p>The school kitchen had had an unannounced health and hygiene visit and received five stars. Staff were commended for the achievement.</p> <p>All other items in the report were noted and RM thanked CM for it.</p>	

		<u>ACTION</u>
12	<p><u>SCHOOL DEVELOPMENT PLAN</u></p> <p>RESOLVED: That the plan as presented be approved.</p>	
13	<p><u>SCHOOL SELF EVALUATION REVIEW</u></p> <p>CM stated that the SLT had to change the document in its entirety because of the new Ofsted Framework. The plan had been evaluated and the school rated itself as outstanding in all areas and hoped to be able to demonstrate this. It was stated that this is not a statutory document but is useful for governors to understand how the school evaluates itself. The plan was presented for approval and comments invited.</p> <p>A governor asked how surveys were conducted and it was stated that parent surveys are anonymous and done on-line. Pupil surveys are not anonymous as staff would want to follow up any issues raised. Surveys are done before the Spring Parents' Evening.</p> <p>Governors felt that the document was very well put together and explained the Intent very well. The Intent published on the website was also commended.</p> <p>A governor questioned the attainment gap between Pupil Premium (PP) and non-PP pupils. The governor questioned if the issue had been sufficiently addressed in the school and it was confirmed that it had.</p> <p>A governor felt that the document gave a good insight into the demographic of the school and was a diligent, thorough document that appeared to cover all areas except one. She felt that there was no mention of sport, outdoor learning or PE and it was stated that these are in the Sports Premium document.</p> <p>A governor asked if it was possible to do a more bulleted document to make it easier to scan. It was explained that the document is written with Ofsted in mind who know the Framework.</p> <p>Governors were thanked for their useful feedback and RM thanked CM for the document and encouraged all governors, if they had not already done so, to read it.</p>	
14	<p><u>PUPIL PREMIUM REPORT</u></p> <p>The pupil premium spend for 2018/19 and the proposed use of pupil premium grant for 2019/20 were circulated with the papers and questions were invited. CM stated that one change had been made to the plan as the school did not want to lose its approach to developing children to leave the school with good life skills. The Headteacher of Acland Burghley school had contacted CM and said that Yerbury PP children do better at GCSE than any non-PP children. It was clarified that this was an average score. PP children still do not do as well in Maths and English and there is still a gap. A governor asked if the gap was closing and it was stated that this is cohort-specific. The school has a policy of not cramming and does not have booster classes before and after school but were not oblivious that some children benefit from</p>	

		<u>ACTION</u>
	<p>direct instruction. The challenge is to mix direct instruction with enquiry. It was explained that a lot of PP children have less life experiences than non-PP children and the school had chosen to spend £11k on targeted small group interventions for literacy and numeracy knowledge. The concerns at missing out on lessons had been discussed and action taken to minimise these.</p> <p>A governor noted that the grant had reduced quite significantly and asked why this was. CM explained that the criteria had changed and fewer children now qualify – although this does not mean less need. A governor asked what was not being done as a result of the reduction and it was stated that the Art Room project is now done in-house. This initiative had needed three staff to accompany children to the venue and had also been subject to a price increase.</p> <p>CM expressed thanks to Becky for her work in this area.</p>	
15	<p><u>SAFEGUARDING</u></p> <p>a) <u>Section 11 Self-Assessment and Annual Safeguarding Governor Report</u></p> <p>This item was noted.</p> <p>b) <u>Review of Safeguarding Policy</u></p> <p>This item was noted.</p>	
16	<p><u>REPORT FROM EXTERNAL ADVISER (CHALLENGE & SUPORT CONSULTANT IF FROM LBI)</u></p> <p>The report from the Challenge and Support Partner had been circulated with the papers and governors were invited to comment. The report dealt with the review carried out by SLT and the Challenge and Support Partner on the school's preparedness for an Ofsted framework. It is still unclear where the school sits in terms of its next Ofsted inspection.</p> <p>LF reported that the school had hit the ground running in the first half of the autumn term and will start afresh in January. There is a lot of information out there and a lot of schools had been inspected which means that Yerbury is increasingly knowledgeable and confident of its position.</p> <p>An associate member stated that the review had been a massive piece of work which had put everyone in a great position and had improved staff confidence of what might be required of them and they now feel more prepared. This had given everyone the tools to do the job well.</p> <p>Governors thanked all staff for their hard work and participation.</p> <p>CM clarified that Anthony Doudle, the schools Challenge and Support Partner, had visited the school at the school's request to look at and have challenging discussions on Ofsted expectations. A mock Ofsted inspection was carried out with key staff with a large focus on teachers and subject</p>	

		<u>ACTION</u>
	<p>leaders being able to articulate their views. The exercise was appreciated by all. Key findings were noted.</p> <p>In answer to a governor's question it was clarified that the varying responses from subject leaders was a result of lack of confidence and not lack of knowledge. This had been good practice for teachers and everyone was thanked for their input.</p>	
17	<p><u>ITEMS FOR ANNUAL REVIEW</u></p> <p>a) Code of Conduct</p> <p>The code of conduct was signed by all present at the meeting.</p> <p>b) <u>Policies for Review</u></p> <p>The following policies were presented for approval.</p> <ul style="list-style-type: none"> a) Governors' Expenses b) Code of Conduct for Governors c) Governors' Visits d) Pay e) Staff Conduct f) Data Protection g) Pupil Premium h) Freedom of Information Publication Scheme <p>CM reported that the Record Management and retention policy is a significant project in terms of time cost and how it works in practice would have to be reviewed.</p> <p>The staff conduct policy included a paragraph about gifts. The school has some very generous and appreciative parents who want to make a gift and there was a need to clarify what happens in this case. The main change to the policy is that staff will have to record gifts of a collective value in excess of £10 per child in the event of a collection by parents. A governor asked what then happened. CM stated that the issue was to reduce the risk of corruption or preferential treatment and gifts would be recoded for transparency. A governor pointed out that gifts are not allowed in the finance world and this was seconded by another governor. Concern was expressed that there was no statement about financial limits or what happens if the gift is excessive – or what would be considered excessive. It was stated that the declaration was about protecting oneself. A governor pointed out that in independent schools, gifts can be highly generous and there was concern for other parents at Yerbury seeing this who may not be able to match it and they needed to be protected from this. A governor stated that collections are done by a class representative and are very discreet. A governor questioned whether something needed to be added regarding the amount of the gift and discussion ensued. It was agreed that wording would be added to the effect that staff must inform and consult with the headteacher on gifts received.</p> <p>The Governors' Visits Policy had been amended slightly to change the schedule of visits. Governors were asked to try to keep to the proposed</p>	CM

		<u>ACTION</u>
	<p>scheduled but any changes should be raised at a meeting for recording purposes. Governors were also asked to try to ensure visits happened.</p> <p>Some policies required some minor edits and it was agreed that CM would do these and then recirculate the policies.</p> <p>CM stated that it had been agreed in the summer term meeting to have a Data link governor because of changes to reporting data to Governors and reports to the CLC committee were not an efficient way of doing it. It had been agreed to present data once per year and to have a link governor to go through the data termly.</p> <p>The new assessment system had reached a ceiling and children coming into school at that ceiling could not show progress. The system was not fit for purpose. The Challenge and Support Partner had encouraged the appointment of a link governor to visit and sit in on progress meetings, etc. A governor stated that this person needed to be a member of the CLC committee who is familiar with the systems in the school. RW volunteered to take on the role for one year in the first instance. A governor suggested that there could be pairs of link governors – particularly for this area which is a broad piece of work. It was stated that the link governor could bring a colleague if they wished but that the permission of the school should be sought in the first instance. It was agreed that LK would recirculate the visits schedule.</p> <p>RESOLVED: that with the agreed edits and amendments all policies be approved.</p>	<p>CM</p> <p>LK</p>
18	<p><u>GOVERNORS VISITS</u></p> <p>Visits that had taken place were circulated with the papers and were also available on Governorhub. Governors were encouraged to read these reports so that they can determine that what is reported is happening on the ground.</p> <p>Governors were thanked for their reports.</p>	
19	<p><u>GOVERNORS' TRAINING AND DEVELOPMENT AND GOVERNORS' BRIEFINGS</u></p> <p>The training log, circulated with the papers, was noted. There was no training to report for this meeting.</p> <p>Governors were asked to inform LK of any training done so that the schedule could be updated.</p> <p>The dates of the Governors' Briefings were noted and ST and FB agreed to attend the Spring Briefing on 20th January 2020 and provide a small report at the next meeting.</p> <p>RM pointed new governors to the Induction training scheduled for early next year and also to safeguarding training.</p>	<p>Link Governors</p> <p>ST/FB</p>

		<u>ACTION</u>
20	<u>GOVERNORS' ANNUAL PLAN PROGRESS</u> RM considered writing to parents and it was suggested that this could be a Christmas message or about the curriculum intent. It was suggested that parents be signposted to the website information. It was agreed that RM would liaise with CM on this issue.	RM/CM
21	<u>FUTURE MEETING DATES AND AGENDA ITEMS</u> CM reported that she would not be available for the scheduled FGB meeting on 2 nd July 2020 and suggested the meeting be brought forward to 25 th June 2019. This was agreed .	Clerk to update Governorhub
22	<u>ANY OTHER BUSINESS, IF ANY, SINCE THE PREPARATION OF THE AGENDA</u> A governor reported that there had been a conversation with a parent who had given permission for the information to be shared with governors and she felt it was really important to flag it up. The parent described herself as working class and uneducated and had felt excluded from the school in some ways. This was something that needed to be borne in mind. For parents on low income events can be really expensive and there was concern that parents felt they could not come to events. There was a need to make things affordable so that all could participate. Discussion followed on how best to resolve the issue and it was suggested that class reps be made aware of the issue and that the PTA be informed. There was a need to remember that not everyone is in the same circumstances. It was stated that the matter needed to be taken back to the PTA as it was important that parent voice is heard. It was agreed that RW, CM and LF would discuss the matter. A governor stated that there had been a comment about the language used by teachers and that some parents felt bamboozled. An assumption of knowledge was being made that was not true in every case and whilst there were many professional parents this was not true of all parents.	RW/CM/LF
23	<u>CONFIDENTIAL ITEMS</u> There were no confidential items to consider at this meeting.	

There being no further business, the Chair thanked everyone for their attendance and closed the meeting at 9.36 p.m. CHAIR: _____

Brida Donoghue
Clerk to Governors
Islington Governor Services Islington Council

DATE: _____

ACTIONS ARISING FROM THE MEETING HELD ON 28th November, 2019

ITEM NO.	ACTION	BY
3b.	To organise DBS checks for new governors	CM
3c.	To organise Section 128 checks for new governors	CM
3d.	To ensure the code of conduct is signed by remaining governors	Clerk
5ai.	To organise staff governor election	CM
7.	To develop an overarching policy To circulate the safeguarding visit report To add the governors' self-evaluation as a standing item to all committee agendas to remind governors to add to it.	SOL/CM BF Clerk
10.	To conduct sports survey of pupils To upload the competency framework to Governorhub To provide information on historical spends to the F&GP committee To insert a reference to check with the LADO on the Allegations against Staff policy. To discuss carbon monoxide monitors with LOK To set a date for the January/ February F&GP Strategy meeting To add Staffing Structure policy to F&GP committee agenda for discussion	LF AS CM CM EB CM/AS Clerk
17b.	To add wording to the staff conduct policy to the effect that staff must inform and consult with the headteacher on gifts received. To do minor amendments to policies and recirculate to governors To re-circulate the governor visits schedule	CM CM LK
19.	To inform LK of any training undertaken To attend the Spring Governors Briefing and provide a short report to governors.	All governors ST/FB
20.	To liaise on the production of a parent letter	RM/CM
21.	To amend FGB meeting date for summer term on Governorhub	Clerk
22.	To discuss the matter raised by a parent.	RW/CM/LF