



Full Governing Body Meeting
1 July 2021 – 7.15 pm
Minutes

Present: Mrs D Bedford, Mrs C Brazil, Mr A Corke, Mrs D Corke, Mr P Cunningham (Chair), Mr K Dobson, Mrs L Gawen, Mr G Huntley, Mr J Mackley, Mr D Redington, Mr M Turner, Miss T Webster (Head)

Apologies:

Absent:

In Attendance: Mrs S Tiramani (Clerk), Mrs H Romain (Deputy Head)

No.	Item	Action
1.	Welcome and sign in and Apologies for Absence. There were no apologies for absence.	
2.	Notification of Any Other Business None	
3.	Conflict of Interest No conflicts arose during the course of the meeting.	
4.	Approval of the Minutes of the previous meeting on 11 March 2021 and 13 May 2021. The Minutes of 11 March 2021 and 13 May 2021 were agreed as a true and accurate record.	Minutes approved
5.	Matters Arising not on tonight's agenda Minutes of 11 March 2021 meeting	
5.1	Minute 5.2 – Safeguarding Training Outstanding for GH.	Outstanding Action: GH
5.2	Minute 5.12 - Training Records Details of all training completed to be sent to the Clerk.	Ongoing Action: All
5.3	Minute 11.1 - SFVS to be completed for approval by FGB at May meeting Actioned.	Actioned
5.4	Minute 11.7 - Wellbeing Group TW advised that this is being considered. Most staff anxiety is currently due to the uncertainty in relation to Covid and therefore it is hard to address this. All Governors agreed that this is a top priority and will leave to TW to take forward. Remove from actions.	Remove from actions
5.5	Minute 11.9 – Governor Training – GREAT Pathway Clerk to recirculate details of GREAT Pathway to Governors.	Action: Clerk
5.6	Minute 12.1 – Safeguarding Training LG to send details of Safeguarding Training to the Clerk.	Action: LG Actioned

<p>5.7</p> <p>5.8</p> <p>5.9</p>	<p><i>Minute 15.1 – PC to draft thank you to staff</i> Actioned</p> <p><i>Minute 15.2 – UCL Survey Link to be forwarded to TW</i> Actioned.</p> <p>Minutes of meeting held on 13 May 2021 No actions.</p>	<p>Actioned</p>
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p>	<p>Headteacher’s Report to Governors (including safeguarding and GDPR update)</p> <p>TW advised that the only thing she had to add to her report was the cancellation of the Cuffley Camp trip at very short notice and how amazing the Ladbrooke team (staff/parents) had been. A camp had been held at school and this had been a major achievement to arrange in such a short space of time.</p> <p>Governors agreed that the camp looked fabulous and one Governor had even been told by someone not connected with the school that they had heard how amazing it was.</p> <p>TW informed Governors that they had been working on DT and had talked about how this could be evidenced. Staff were trialling the creation of videos capturing the process of creating DT and Mrs Romain showed Governors a video she had made in this regard. Governors enjoyed the video and felt it was excellent.</p> <p>Safeguarding LG reported that she usually visits school to review the Single Central Record. As there have been no new members of staff this term and an external audit of the SCR has taken place, she has not visited this term. The audit had only picked up on one issue, which the Office Manager had already identified.</p> <p>Q. How will the Year 4 teacher’s reduction in hours be covered? A. Existing staff are being used to cover this reduction.</p> <p>Q. Governors noted that the EY team were trialling ‘in the moment’. Is this working well? A. Yes, this is working well. Rather than adult led planning during play time where they pull a child out to carry out specific activities, with ‘in the moment’ planning, staff are aware of key gaps and if they see an opportunity to address this during play, they try things in the moment to target this. This has been challenging as some children do not want to be interrupted with while playing and so staff have had to try to work out the best way to do this. Each week, 6 children are focused on and then reports are written up ready for the next time they are focus children.</p>	

<p>6.6</p> <p>6.7</p> <p>6.8</p> <p>6.9</p>	<p><i>Q. If you are unable to address these key gaps in this way, are children then pulled out?</i> A. Yes, but we are trying to do as much as we can ‘in the moment’.</p> <p>TW added that the HIP had visited and wasn’t convinced with this as she thought this was our only way of planning, though she freely admits she is not an early years expert. It was noted that this isn’t the only planning that staff do and that the initiative has been devised by an EY practitioner. TW discussed the things the HIP had raised with Mrs Friend and it was identified that the main issue was the talking though of the initiative due to lack of experience with it.</p> <p><i>Q. Is the PHSE curriculum fully embedded now?</i> A. Yes. Discrete lessons are taught each week on themes. This half term is ‘being safe’ and the last was ‘wellbeing’. Each class have two or three questions under the topic. Their answers at beginning are then compared to their answers at the end to see the impact. Class books of evidence have been created. Other areas of PHSE are filtered across other subjects throughout the curriculum. Mrs Friend has worked very hard on putting this together.</p> <p><i>Q. Governors noted that a safeguarding complaint had been received.</i> A. PC advised that he has responded to the parent in question. Governors discussed this matter in detail and subsequent actions were noted. The parent had reported their concerns to Ofsted who, in response, had referred the matter to the Local Authority. The LA had asked the HIP to investigate, and they were satisfied with the revised measures put in place. It was noted that the Governing Body were satisfied with the action taken following the issue that caused the complaint to be raised.</p> <p>A H&S meeting between JM/TW/PB had taken place and the completed termly site inspection safety checklist report had been circulated to Governors prior to the meeting. JM reported that no issues were highlighted other than a few snagging items in relation to the new building.</p>	
<p>7.</p>	<p>Latest Budget Monitor TW apologised for the late circulation of this report. It was noted there were no major changes compared to budget and everything is running to profile. TW asked Governors to let her have any questions when they have had a chance to read it. Period 3 is being done next Friday and TW will upload the monitor to GovernorHub prior to the end of term.</p>	
<p>8.</p>	<p>Term Dates 2021/22 Ratification Corrected term dates had been circulated prior to the meeting and these were duly ratified.</p>	

<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p>	<p>Discussion and/or ratification of policies</p> <p><i>Accessibility Policy & Plan – via School Improvement Committee</i> Policy ratified.</p> <p><i>Supporting children with medical conditions – via School Improvement Committee</i> Policy ratified.</p> <p><i>Staff discipline and grievance – via Resources Committee</i> Policy ratified.</p> <p><i>Whistleblowing – via Resources Committee</i> Policy ratified.</p>	<p>Policies ratified</p>
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p>	<p>Letter to parents from Governors</p> <p>PC advised that he had uploaded the draft letter to parents from Governors just before the meeting and he asked Governors to let him have their comments by Thursday 8 July 2021.</p> <p>PC also advised that he will draft the Governors’ Report for the website closely basing it on that of the previous year and will circulate to Governors for comments.</p> <p>Governors discussed the school’s next Ofsted inspection, and it was agreed that it would be very beneficial for Governors to receive updates from staff. TW suggested that it would be easier for staff to present remotely to Governors, perhaps at the School Improvement Committee, and Governors agreed this was a good course of action. HR also added that the website had a lot of information about what the school was doing and Governors could look at this and raise any questions.</p>	<p>Comments to PC by 8/7/21 Action: All</p> <p>Staff to attend School Improvement Committee Action: TW</p>
<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.3</p>	<p>Governor Membership</p> <p>PC reported that he had received DR’s resignation as Co-opted Governor from the end of this term. DR has over 20 years’ experience in Governance in local schools and PC stated how invaluable this experience and support had been from DR during his time as a Governor at Ladbroke School.</p> <p>It was also noted that LG’s term of office as a Co-opted Governor is due to end on 9 July 2021. JM’s term as Parent Governor is due to end on 8 October 2021 and DB’s term as LA Governor is due to end on 15 October 2021.</p> <p>PC advised that he had spoken to LG. He feels that she still has a lot to offer, that her experience is valuable and that it would be beneficial for her to stay on for another term. LG stated that she would be happy to commence a new 4 year term, subject to her reviewing this if her</p>	<p>LG reappointed as a Co-opted Governor</p>

	<p>circumstances change, if Governors were happy for her to do so. This was agreed.</p> <p>11.4 PC suggested that DB's input is also valued and her experience as a teacher gives a different perspective. DB stated that she would definitely be happy to consider standing as LA Governor for a further term, subject to FGB approval.</p> <p>11.5 PC advised that as JM will not have any children in the school from September, he would not be able to stand again as a Parent Governor. PC added that JM has recently taken on a couple of roles on behalf of the GB and it would therefore be a shame to lose him. PC suggested that the FGB could co-opt JM as a Co-opted Governor in October due to DR stepping down and Governors felt this was a good way forward. This would mean there would be a Parent Governor vacancy in October, and it was felt this would be an ideal time to recruit.</p> <p>11.6 <i>Gaps in Training</i> PC stated that with DR leaving, there would be gaps in some areas. It was noted Governors had previously discussed exclusions and with PC/JM/DB's children leaving the school, they would now be in a position to sit on an exclusions panel if the need arose. PC stated that Governors did commit to undertaking some online training this year and they were asked to do this as soon as possible. The Clerk agreed to check courses were available online.</p> <p>It was noted that a gap would arise on the HT's Performance Management review panel when DR stepped down and that it would be beneficial to fill this position now to enable training to take place. Following discussion, DB agreed to sit on the HT's PM review panel.</p>	<p>Training to be Undertaken Action: All</p> <p>Clerk to check online courses Action: Clerk</p>
<p>12.</p> <p>12.1</p> <p>12.2</p> <p>12.3</p>	<p>Dates of meetings for 2021/22</p> <p>TW stated that she normally takes the dates for the previous year and uses these as the basis for setting the meeting dates. TW to draft and circulate</p> <p>Governors discussed whether meetings should take place in person or remotely from September. TW suggested that as the committee meetings are quite short and to avoid her having to wait around in school for the meetings to start, her preference would be for committee meetings to be held remotely. Governors also discussed how to avoid them feel distanced from the school when meetings are held remotely.</p> <p>Agreed The following to be tried for a year to see how it works:</p> <ul style="list-style-type: none"> • FGB meetings to take place in person • Committee meetings to be held remotely via MS Team 	

<p>12.4</p>	<p><i>Q. Will parent evenings next year be remote?</i> A. TW is not sure at the moment. She might ask parents to see what they think. TW feels remote works well and that parents could come in to see books at a different time. Phone calls or after school appointments could be offered to those that cannot meet remotely.</p>	
<p>13.</p>	<p>Any Other Business The meeting ended at 8.33 pm.</p>	