



Whitchurch Primary School and Nursery
Full Governing Body Meeting, 23rd July 2023

Meeting Attendees:

Name	Role
Peter Tenconi (PT)	Chair and Co-opted Governor
Joseph Pine (JP)	Headteacher (ex-officio Governor)
Deepa Samani (DS)	Parent Governor
Martin Thompson-Lawrie (MT)	Deputy Headteacher (Contributor)
Maria Nickson (MN)	Staff Governor
Nisha Chikhliya (NS)	Co-opted Governor
Vinay Patel (VPAT)	Governor
Rupen Shah (RSh)	Co-opted Governor
Rickesh Samani (RS)	Co-opted Governor
Bobby Dixit (BD) - apologies	Parent Governor

Clerked by Ben Riddell, Governance Professional

Meeting Record:

Governor Scrutiny/Governor Question (GQ)

Meeting Action

Decision

	Item	Action
1.	Welcome and Introductions PT welcomed attendees.	
2.	Apologies Apologies were noted to BD.	
3.	Declarations in Respect of the Agenda None.	
4.	Review of the Previous Minutes and Matters Arising Minutes of the previous meeting were approved as a true and accurate record.	
5.	Headteacher's Report JP explained that he would like to get to a position where reports are provided in advance and meetings are then allocated to sharing questions for JPs response at meetings. JP noted, from looking at previous reporting over the years, inconsistencies in the HT report make it difficult to track progress. JP would like to produce a more consistent form of reporting that makes this a lot clear for Governors. JP to consider templates for reporting for Governors. The School Development Plan with rag rating was noted. MTL explained, in respect to Ofsted, these are two different inspection frameworks and that the SEF provides the key strengths and areas of development against the framework areas.	 JP to consider templates for reporting for Governors.

	<p>DS noted the review of Early Years which may be RI. MTL noted that there had been significant improvement in the curriculum and there is robust evidence to suggest that it is correct. There is a review of the outdoor and indoor learning and there has been rapid change. JP felt that Nicola brings expertise and her ideas are aligned with JP's approach.</p> <p>DS asked if anything is planned in Summer Term. MN explained that all the provisions have been reviewed and there will be changes to support improvement and increase impact. The EYFS lead has linked up with a four form entry to understand how this works.</p> <p>VPAT asked about catering work. This will be covered in the F&P section.</p> <p>VPAT asked about pupil numbers and how the allocation of SEND students works. MTL explained that schools must admit pupils where there is vacancies. The only reasonable basis for a school demonstrate that you cannot meet their needs. The SEND specialist lawyer has presented to Harrow School Heads on the legal position.</p> <p>VPAT asked if anything needs to be done to support the school further.. MTL felt that provision and resources are good, with strong training for staff. The school is single storey and is attractive, therefore, to children with physical needs.</p> <p>DS noted that the number of pupils with severe complex needs is increasing.</p> <p>PT noted that Harrow has a shortage of places for SEND pupils and it is likely that the demand on primary schools will increase.</p> <p><u>Attainment and Standards</u> There are two types of data - statutory assessments and internal assessment data.</p> <p>75% of pupils achieved GLD previously, down to 62% this year. This is hampered by literacy, phonics, writing and maths. The school will aim for 80-85% of pupils achieving GLD. Getting regular updates will be very helpful and will need to be a key focus. Every curriculum subject will need an action plan in Early Years.</p>	
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	<p>KS1 results were noted. The school achieves above nationals are expected and greater depth. Staff have been asked to explain why specific pupils are not reaching the expected standard, and this will inform support, next year.</p> <p>MN noted that the EYFS percentage is very low and if this may impact on subsequent stages. MTL felt that if pupils have quality teaching, rapid progress should be made. JP highlighted the significant improvement required. JP is looking at the data to understand what interventions need to be put in place.</p> <p>A rapid intervention plan in phonics has been implemented There is phonics training at the start of term, with story book training. The minimum figure for phonics is 90%. MTL felt that the RWI formula was effective and there should be an aim to get back to the pre-pandemic stage. RP indicated this was 95% pre-pandemic.</p> <p><u>KS2</u></p> <p>The internal data pack shows the cohort is 20% SEND. For writing, this was recognised as an area of vulnerability and a plan put in place. Results remain above the national average. Next year, the leader of learning will be the Y6 team lead. There are four experienced teachers and there will be a focus on team teaching in class. DS felt that GD looked promising.</p> <p>MTL explained that the data presented is not disappiled – there are seven pupils (6%) who can be removed, which would improve results significantly.</p> <p>RS highlighted the downward trend in maths results and number of pupils meeting the expected standard in KS2. MTL agreed with this but suggested caution on using pre-pandemic data. MTL felt that the targets set are aspirational. The final data will be available by the next standards committee.</p> <p>DS felt writing results to be successful.</p> <p>Governors noted the multiplication check results, for which there is no pass mark.</p> <p>MTL suggested a need to look at achievement this year and agree targets for next year, due to FFT limitations.</p>	
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<p>The gap in PP and non-PP pupils was noted as significant and this will need to be addressed. There is some progress in Y1, however.</p> <p>DS suggested monitoring whether the gaps have decreased over time, and highlighted the importance of understanding whether it is improving or not.</p> <p>The SEF and SDP progress was noted - the former having been updated since the strategy day. The school is indicating that the school is 'Good' in the Early Years.</p> <p><u>SDP</u></p> <p>JP took an action to review the SDP, for further discussion on RAG ratings.</p> <p>RS felt it would be helpful to understand the priorities and targets and to ensure it was a current living document, being of the opinion that it would be useful to actively review the content.</p> <p><u>Headteacher's initial observations and recommendations for priorities 2023-2024</u></p> <p>JP explained that:</p> <p>He intends to meet with staff, parents and pupil conferences. It is a good school with an incredible ethos which should not be underestimated. Pupils are friendly and polite. staff are on board. there are no surprises with things requiring improvement having already been identified. Phonics will take time to improve, as will closing the gap between SEND and PP pupils and their peers. Time will need to be given for new processes to be embedded and to see the impact of change - this will not be for at least one year. There is a lack of consistency between classes and teaching in some areas.</p> <p><u>Nursery project</u></p> <p>This has not been reviewed in detail. The work which was discussed may not have significant impact and will be paused.</p> <p>JP felt that the school should aim to be the best it can be.</p>	<p>JP took an action to review the SDP.</p>
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	<p>JP was of the opinion that there is nothing to be alarmed about and that his first impressions have been reinforced.</p> <p>Governors asked which aspect of the framework does it has implications for, and what are the arguments for its strength.</p> <p>How as a provision judgement it should not impact the overall effectiveness grade.</p>	
	<p>Safeguarding Update</p> <p>DS conducted a SCR check and reported that this was satisfactory. There are no gaps and the system kept well. MB checks the SCR monthly.</p> <p>In terms of safeguarding reporting, it was noted that MTL has completed a rapid review meeting for a family.</p> <p><u>KCSiE 2023</u> The main update is around filtering and monitoring. MTL has met with YBird to review acceptable use. MTL felt that the school was in a good place.</p> <p>DS asked about filtering systems?</p> <p>Safeguarding training on KCSiE 23 is to be provided before the FGB in October 5.30pm, including any audit outcomes.</p> <p>Governors were invited to the 4th September staff training session. It was noted that NGA training is available. MTL took an action to send information to DB re. dates.</p>	<p>Safeguarding training on KCSiE 23 is to be provided before the FGB in October, including any audit outcomes.</p> <p>Governors invited to staff safeguarding training.</p>

	<p>Equality statement and objectives</p> <p>DB took an action to provide a briefing note on how Governors meet their responsibilities under Equality legislation.</p> <p>Equality Statements and Objectives to be reviewed next academic year.</p>	<p>DB took an action to provide a briefing note on how Governors meet their responsibilities under Equality legislation.</p> <p>Equality Statements and Objectives to be reviewed next academic year.</p>
	<p>Confirmation of staffing</p> <p>All vacancies have been filled. The support for pupils with additional needs was noted.</p>	
	<p>Quality assurance</p> <p>Karen Simpson (KS) visited last Thursday to review Early Years and Phonics teaching. She is of the opinion that there have been significant attempts at change and focus will need to be given to ensuring that these are embedded.</p> <p>DS noted the governance section and asked whether governor minutes evidence challenge.</p> <p>It was felt that governors should be more critical, but supporting, and not the headteacher's "best friend".</p> <p>DS shared some suggestions for governance improvement - suggestions are to be incorporated into the SDP priorities.</p> <ul style="list-style-type: none"> - Governors to understand the context of Whitchurch for Ofsted. - Defining success of Whitchurch and explicitly agree expectations. - Enhancing link visits and monitoring outside of meetings - Triangulation – how do we know and use of benchmarking - Standardising governance reporting. 	<p>Suggestions to be incorporated into the SDP priorities.</p>

	<p>- Explicit discussions on key areas – staffing, wellbeing, equality. PT noted he would like to revisit the discussion on staffing particularly in terms of staff challenges, strikes etc.</p>	
	<p>Stakeholder views</p> <p>The parental survey was noted. The response rate was 39%, with 339 responses. This will need to be increased, with the ambition of all answers being above 90%.</p> <p>MTL explained that the survey was undertaken on SchoolSpider. It was highlighted that 10% did not agree that the school has high aspirations for their child.</p> <p>The question on continuing the single fee for trips of £30 was noted, with parents generally preferring to pay per visit, not upfront. MTL felt that anecdotal feedback is that there is a rich range of activities, but ensuring parity across the year groups will be looked at.</p> <p>DS felt it important to ensure surveys are anonymous, to encourage an increased response. JP explained that he will reflect on the feedback. PT noted that 9 of pupils (3%) indicated that they do not feel safe, which he felt to be unacceptably high. DS felt that this is subjective and may be based on recent experiences.</p>	
	<p>Summer Kitchen Building Project</p> <p>This remains on track and JP has received a handover from MB. Nigel Raven will be providing weekly updates. There has been a planning meeting with Coombes.</p>	
	<p>Committee Updates</p> <p>VP provided an overview of the ASC Committee. Three priorities were addressed literacy, mental health and PP. There were two presentations and it was refreshing to see the intent very clearly and the implementation which had taken place. VP looked forward to the deep dives. There were questions around the TAFs and confidence in the structures set up.</p> <p>VP asked to hear from staff on phonics, and from the computing lead, at the next Standards committee meeting.</p>	

	<p>RS provided an update on the Finance and Premises Committee. The initial kitchen work assessment did not identify all needs, so additional costs will be incurred. No budget updates were of note and the surplus remains. The budget continues to be well managed.</p> <p>There was an AOB discussion around £30 contributions for trips, as discussed above. The recommendation of the Committee is to revert back to the pay as you go model. The original intention was to make it easier to administer, however, the benefits have been less clearly realised.</p> <p>DS asked if charges to parents could be increased. PT explained that payment is voluntary, hence the small number of payments. On a pay as you go basis, however, the contribution rate was 95%. VP asked about revising the policy and this being communicated via the newsletter.</p> <p>Charging and remissions policy to be updated.</p> <p>SS to consider ways for parents to contribute voluntary donations.</p>	<p>Charging and remissions policy to be updated.</p> <p>SS to consider ways for parents to contribute.</p>
	<p>Ofsted</p> <p>DS has met twice with governors for Ofsted preparation. Key questions have been worked through and identified some gaps – such as the reporting of behaviour (all types) and racist incidents, how the school addresses it and the outcomes.</p> <p>DP took an action to circulate the draft Ofsted prep document.</p> <p>MTL took an action to circulate the Ofsted updates.</p>	<p>DS to circulate the draft document.</p> <p>MTL to circulate the Ofsted updates.</p>
	<p>Governors' Link Visit Policy and Structure</p> <p>This was noted and agreed.</p> <p>It was clarified that:</p>	<p>DS took an action to ask BD to resend the</p>

	<ul style="list-style-type: none"> • RS is governor for Leadership and Management (inc. governance). • MN is the Wellbeing governor <p>DS took an action to ask BD to resend the Governor roles summary to MTL.</p> <p>Staff are to contact Governors to coordinate visits.</p> <p>It was noted that Governors should complete the report in the policy.</p> <p>BD took an action to share details of the SEND Governor visit.</p> <p>DS has completed the SCR visit.</p> <p>PT has completed a deep -dive on learning behaviour.</p> <p>NC has completed a PP visit to understand how funding is used. RS felt that it was important to monitor and track the impact of spending across the year.</p> <p>VP took an action to circulate the schedule for Harrow Training to Governors.</p>	<p>Governor roles summary to MTL.</p> <p>Staff are to contact Governors to coordinate visits.</p> <p>BD to share details of the SEND Governor visit.</p> <p>VP to circulate the schedule for Harrow Training to Governors.</p>
6.	<p>Dates</p> <p>Revised dates for next academic year were noted and accepted.</p>	
7.	<p>Policies</p> <p>The following policies were approved:</p> <ul style="list-style-type: none"> • Terms of Reference FGB • Governor Code of Conduct • Governor visits • Committee terms of reference 	
8.	<p>Chair's Update</p> <p>PT explained that he is currently dealing with two complaints.</p>	

9.	<p>AOB</p> <p><u>Headteacher's performance management</u> This will be overseen by the Chair of Governors and Chairs of the two committees, and will take place in Autumn Term.</p> <p>MTL shared information on the impact of the national tutoring funding. There are some issues with engagement and attendance. MTL took an action to discuss this with JP and ensure it is used effectively, providing an update at the F&R Committee.</p> <p><u>KCSiE 2023</u> Governors were requested to read this document.</p> <p>PS was thanked for serving as Chair and parent governor.</p> <p>MTL explained that governors have visibility of a draft calendar and noted the importance of Governor representation. DS thanked MTL for the advance notice. RS would value attending an assembly whenever appropriate.</p>	<p>MTL to discuss tutoring with JP and ensure it is used effectively, providing an update at the F&R Committee.</p> <p>Governors to read KCSiE for September 2023.</p>
15.	<p>PART TWO CONFIDENTIAL</p> <p>None</p>	

Post Meeting Action Log:

No	Item	Deadline
1.	JP to consider templates for reporting for Governors.	For next meeting
2.	JP took an action to review the SDP.	Autumn Term

3.	Safeguarding training on KCSiE 23 is to be provided before the FGB in October, including any audit outcomes.	For October FGB
4.	Governors invited to staff safeguarding training.	Immediately
5.	DB took an action to provide a briefing note on how Governors meet their responsibilities under Equality legislation.	Autumn Term
6.	Equality Statements and Objectives to be reviewed next academic year.	2023-2024
7.	Governance suggestions to be incorporated into the SDP priorities.	Autumn Term
8.	Charging and remissions policy to be updated.	Immediately.
9.	SS to consider ways for parents to contribute.	Autumn Term
10.	DS to circulate the draft Ofsted Prep document.	Immediately.
11.	MTL to circulate the Ofsted updates.	Immediately.
12.	DS took an action to ask BD to resend the Governor roles summary to MTL.	Immediately.
13.	Staff are to contact Governors to coordinate visits.	Autumn Term
14.	BD to share details of the SEND Governor visit.	Immediately.
15.	VP to circulate the schedule for Harrow Training to Governors.	Immediately.
16.	Governors to read KCSiE for September 2023.	Autumn Term
17.	MTL to discuss tutoring with JP and ensure it is used effectively, providing an update at the F&R Committee.	Autumn Term

Accepted as a true and accurate record by the Chair _____