

**Spring Grove Primary School**  
**Governing Body Meeting**  
Held Via Zoom  
**Date & Time: 9<sup>th</sup> November 2022 at 6.30pm**

**Minutes of the meeting**

**Present:** Tamsyn Johnson, Allie Wootton, Adam Malin, Rob Heath, Nabeela Khan, Susan Colley-purohit, Rute Robalo (until 8pm), Grant Hill-Cawthorne and Michelle Hambrier.

In attendance: Farzana Mansoor and Alison Sheppard (left the meeting after item 4).

	Item
1.	<b>Apologies</b>  Nausheen Khan (attending a safeguarding meeting on behalf of the board). <b>Action point 1: NK to submit a report following the safeguarding meeting to The Chair and Head teacher</b>
2.	<b>Confirm Dates of Future Meetings for 2022-23</b>  Dates for future meetings were confirmed as follows:  Spring term- Wednesday 1 <sup>st</sup> March 2023 6.30pm Summer term- Wednesday 14 <sup>th</sup> June 2023 6.30pm
3.	<b>Declaration of Personal Interests</b>  The Chair reminded governors that declarations of interest need to be completed each academic year.  <b>Action point 2: Governors to reconfirm declarations of interest.</b>
4.	<b>Membership</b> <ul style="list-style-type: none"><li>a) Update Governor information on Get Information About Schools (GIAS) and update on the school website.</li><li>b) Governors to confirm access to and update of GovernorHub</li><li>c) Governors expiring this term and appointments/elections this term (None- NF expiring Nov but has resigned)</li><li>d) Any changes in Membership</li><li>e) Register of Interests and Governor Disqualification Forms</li><li>f) GB Vacancies: x2 Co-Opt Vacancy</li><li>g) Succession planning</li></ul> Governors confirmed they have access to Governor Hub.  <b>The Chair confirmed</b> the board were saying farewell to Farzana Mansoor and Alison Sheppard as they step down from the board. <b>The Chair thanked</b> them for their dedication and service to the school and the board.  <b>The Head Teacher also thanked</b> Farzana Mansoor and Alison Sheppard. Farzana and Alison both acknowledged their enjoyment in the role during their tenures.

Alison Sheppard and Farzana Mansoor left the meeting.

Action point 3- Alison Sheppard and Farzana Mansoor to be removed from Governor Hub.

**The Chair welcomed** Nabeela Khan as a governor and SEN/LAC governor.

Action point 4- Nabeela Khan to be added to Governor Hub and allocated SEND/LAC appointments and added to Quality of Education committee.

**Allie Wootton informed** governors she would be stepping down from the board and as vice chair due to relocation, but that she would remain as vice chair and on the board until her relocation is complete, which she anticipates being approx. 6 months.

**The Chair confirmed** the board has 2x co-opt vacancies and 1x deferred LA governor vacancy.

**The Chair confirmed** the vacancies have also been registered with governors for schools but asked the board to spread interest with colleagues. **The Chair confirmed** that the one vacancy ideally needed to be someone with site management experience.

**The Head Teacher informed** the board that there may be a professional who is already acquainted with the school who is interested in one of the vacancies.

The Chair reminded governors who have not registered their DBS numbers on Governor Hub to add to their profiles on Governor Hub.

Action point 5- Governors to add their DBS numbers into Governor Hub profiles

**The Chair also asked** Nabeela Khan to visit the school to sign declarations of interest and take in passport/ID, and sign KCSIE.

Action Point 6- Nabeela to visit the school business manager to sign declaration of interest and take in passport/ID, and sign KCSIE.

**The Chair discussed** succession planning with the board. **The Chair thanked** the board for completing the succession planning document and informed the board this was timely due to some future movements on the board. Allie Wootton informed governors that as she will be stepping from the board and she will also be stepping down as Vice Chair, and Tamsyn Johnson announced she would need to either step down as Chair or would need a co-Chair to support the role. Grant Hill-Cawthorne nominated himself as co-Chair and agreed to help take on The Chairs responsibilities on pay and finance committee. **The board agreed and elected** Grant Hill-Cawthorne as co-Chair.

Action point 7: GHC to be allocated as co-Chair and allocated to pay and finance committee

Action point 8- TJ to be removed from pay and finance committee.

Action point 9- FGB to recruit a vice Chair.

Action point 10- Board to register 2 co-opt vacancies and 1 deferred LA vacancy

## 5. Minutes of 15<sup>th</sup> June 2022 - uploaded to Governor Hub

Governors agreed the minutes as a true and accurate record.  
Governors highlighted that the date needs changing on top of the minutes to 2022.

Action point 11 Correct dates on minutes to 2022.

**6. Matters Arising including Updates on Agreed Actions**

<b>Action Point</b>	<b>Actions</b>	<b>Person Responsible</b>
1	Rolled over from previous meeting, Governors FM, and AW to complete declaration of reading KCSIE	Complete
2	Rolled over from previous meeting, Governors FM to complete declaration of interest on Governor Hub.	Complete
3	The board to recruit a governor for school co-opted governor.	Ongoing
4	Chair to sign minutes of 2/3/2022 on governor hub	Complete
5	Governors to sign up for Ofsted training.	Ongoing
6	Rolled over from 2/3/22 - Governors to complete online safety watchlist by 31/7/22	Ongoing
7	Rolled over from 2/3/22- Head Teacher to liaise with Chair of governors and Chair of Quality of Education committee to prioritise policies that require the ratification of the FGB	Complete
8	Rolled over from 2/3/22 To change 7 priorities to 6 in the SDP.	Complete
9	The Complaints policy to be reviewed at the next committee meeting.	Complete
10	The Curriculum policy and Marking and Presentation policy to be reviewed at the next meeting.	Part complete
11	Governors to reflect and comment on the SDP feeding comments into The Chair before the next Quality of Education committee.	Ongoing
12	School business manager to give access to N Khan to the online SCR.	Complete
13	Head Teacher to confirm on Governor Hub the date for the fire risk works to be completed. Works will start the week beginning 08/07.	Complete
14	The finance committee to reconvene and report back to the Full Governing body.	Complete
15	Governors to give views to finance committee on any thoughts about income generation.	Ongoing
16	Chair to sign and date the Health and Safety Policy.	Ongoing
17	NK to confirm how regular safeguarding training should be taken.	Complete
18	Head Teacher to update school safeguarding policy with new terminology.	Complete
19	Governors to read summer newsletter.	Complete
20	The board to recruit a second co-opted governor	Ongoing

The board agreed to role over the actions that are not yet complete.

Action point	Action	Who
1	The board to recruit a governor for schools governor.	Board
2	Governors to sign up for Ofsted training.	Governors
3	Rolled over from 2/3/22 - Governors to complete online safety watchlist by 31/7/22	Governors
4	Governors to reflect and comment on the SDP feeding comments into The Chair before the next Quality of Education committee.	Governors
5	The Curriculum policy to be reviewed at the next meeting.	Governors
6	Governors to give views to finance committee on any thoughts about income generation.	Governors
7	Chair to sign and date the Health and Safety Policy.	Chair
8	The board to recruit a second co-opted governor	Board

## 7. Review

- a) effectiveness of meetings and committee structure
- b) Review/Adopt Terms of Reference
- c) GB Action plan

**The Chair reminded** the board that at the extra-ordinary meeting governors agreed they would like to see the FGB meetings more strategic. **The Chair asked** if governors had any further thoughts on that. **The Head Teacher suggested** having link governors against in priority on the SDP.

**The Chair agreed** that would be beneficial, and governors agreed it would also assist the board in reviewing the SDP.

**Governors agreed** link governors for the SDP priorities as follows:

- Priority 1-Rute Robalo
- Priority 2-Nabeela
- Priority 3-Nausheen Khan
- Priority 4-Tamsyn Johnson
- Priority 5-Grant Hill-Cawthorne and Rob Heath
- Priority 6-Michelle Hambrier

Action point 12- SDP link governors to visit the school and carry out a link visit.

**The board agreed** to review the Terms of Reference for FGB and seek best practice and review at next meeting.

Action point 13- Seek example TOF (on the Key or with Hounslow LA).

Action point 14- Review ToR at next meeting

**The Chair asked** if governors had read and agreed the points on the FGB action plan from the extra-ordinary meeting. **Governors agreed they had and agreed the** action plan.

Action point 15- Governors to refer to agreed governing board action plan and work way through 12 actions.

Action point 16- HT to share one pager summary with governors.

## 8. Head's Report - uploaded to Governor Hub

**Head teachers report will include:**

- a) Staff and pupil wellbeing
- b) Staffing and recruitment
- c) Assessment and pupil progress
- d) Early Years/Foundation stage
- e) Attendance
- f) Pupil Premium and PE/Sports Premium
- g) Catch-up premium
- h) Review of Self-Evaluation, School Strategic Plan, School Improvement/Development Plan etc, as appropriate

The Head Teacher's report was circulated via governor hub ahead of the meeting. The Head teacher raised the following points:

- School almost full 277/279
- Staffing- Deputy Head Teacher is teaching 50% of his time. This is cost saving; however, it does neglect the capacity he has for more developmental work.
- The school are exploring utilising teaching assistants to take some of the class time to allow class teachers time to contribute to leadership and development of the school.
- Reduction of number of teaching assistants
- Children's well-being and developing their resilience
- Effectiveness of sports coach
- Stormbreak
- Staff-wellbeing
- Hounslow Head Teachers well-being sessions
- Assessment and pupil progress
- Early years
- Attendance
- Pupil premium
- SEF & SDP (uploaded on Governor Hub)
- Collaboration
- Peer challenge and Ofsted

**The Chair congratulated** the Head Teacher and the school on the outstanding pupil assessment and progress results.

**Governors discussed and agreed** that the outcomes are testimony to the investment made in educational resources such as read, write, Inc and in the dedication and hard work of the staff.

**The Chair asked** for clarity on what the difference was between authorised or unauthorised absence.

**The Head Teacher confirmed** that authorised absence is where a child hasn't attended school but has a valid reason (such as illness), unauthorised absence is where a child hasn't attended school and hasn't been given permission for the reason or hasn't given a reason.

**Governors' questions** why the 3.1% unauthorised absence figure seems higher than other absences and whether this was one child with a higher number of days. The Head Teacher said this was likely, and in which case it is reported with the local authority.

## 9. Panels

- a) **Head's Performance Panel**
- b) **Senior Appointments Panel**
- c) **Complaints, Exclusion, Staff Disciplinary and Appeals Panels**

### **Head's Performance Panel**

The panel currently consist of Tamsyn Johnson, Rob Heath and Allie Wootton.

**The named Governors agreed** to continue on panel and recruited Grant Hill-Cawthorne to replace Allie Wootton.

Action point 17 Appoint Grant Hill Cawthorne to Head's performance panel  
Action point 18- Grant Hill Cawthorne to do Heads performance review training

### **Senior Appointments Panel**

The panel currently consist of Tamsyn Johnson, Rob Heath and Nausheen Kahn.

**The named Governors agreed** to continue on panel.

Michelle Hambier also informed the board that she is trained to be on this panel if required.

### **Complaints, Exclusion, Staff Disciplinary and Appeals Panels**

**The board agreed to** appoint governors as and when required.

## 10. Committees - Named Governor Reports/Governor Visit Reports

### **Committee update:**

The Chair of Finance and Pay committee provided the board with a summary of the meetings.

### **Finance committee:**

- Agreed terms of reference

**Governors agreed and approved** the terms of reference of the committees.

- Confirmation that the local authority has granted to licence a three-year deficit.
- Published period 6 budget (on governor hub)
- Key areas of overspend and underspend
- Recent pay rise for support staff
- Yearend position/prediction £59,541 deficit.
- Pupil Premium- committee will start to receive a termly update of PP and sports premium expenditure.
- Premises update.
- Adoption of financial regulations.

**Governors agreed and approved to adopt the local authority financial regulations.**

- Approval of scheme of delegation

## **Governors agreed and approved to the scheme of delegation.**

Governors noted that the school currently do not allow lettings, and therefore do not require a lettings policy.

### **Pay committee:**

- Review of the pay policy
- Review of the performance management and appraisals policy.
- Completion of the head teacher's performance review.

**Action point 19- Approve the pay policy at FGB**

**Action point 20- Approve the performance management and appraisals policy.**

### **Quality of Education Committee:**

**Michelle Hambrier updated** the board on the summary from the quality of education committee and provided the following points:

- Curriculum Overview - Nina Jasavala, the school's Maths lead, presented the maths curriculum at SGP. Based on maths mastery, Nina discussed the '5 big ideas': Fluency, Variation, Mathematical thinking, Representation and Structure, Coherence. There is currently a focus on fluency and accuracy in maths, where children can recall facts.
- The use of resources, white rose maths, and TT rockstars.
- More able mathematicians have participated in junior maths challenges.
- Last year booster sessions were run using the covid catch-up grant for those that required it across year groups.
- Currently year 6 boosters are being run for those not meeting expected outcomes.
- Adam Malin presented the EY, KS1, KS2 headline data for the summer term.
  - Year 1 identified as requiring the most assistance and with the most complex needs (undiagnosed and diagnosed SEN, and PP)
  - Read/Write Inc used from Reception to Y3
  - Focus is on: PP children, those who identify as white, boys
  - SGP moving to Rising Stars assessment material which follows White Rose and more aligned to SGP curriculum.
  - SGP data all above LA and National averages.

## **11. Safeguarding**

- a) Update - Keeping Children Safe in Education (KCSIE)
- b) Outcomes/actions HSCB Safeguarding Audit
- c) Governor check of Single Central Record

**The Chair reminded** governors there is an update on KCSIE so read and update

**Action Point 21- Governors to read KCSIE and confirm on Governor Hub.**

**The Head Teacher updated** governors on HSCB Safeguarding Audit, the audit has been sent with most areas marked as green.

**The Chair confirmed** the single central record has been checked this term.

## **12. GB Self Evaluation, Governor Training and Development Needs**

- a) Training attended (including any implications for the GB)
- b) Identify training needs

c) Progress on GB Development items following GB Self Evaluation

**The Chair reminded** governors to update training on Governor Hub. The Chair also asked Nabeela Khan to add any training she had completed to Governor hub.

**Action point 22 – Nabeela Khan to update and add training completed to profile on Governor Hub.**

**The Chair reminded** governors to make the most of the purchased training package and suggested SEND courses and other specialist areas.

**The Chair asked** Governors to go onto Governor Hub health check for the governing board and asked them to download it and send their answers to her to be collated so the board could complete the health check.

**Action point 23- Governors to respond to the health check and send to The Chair**  
**Action point 24- The Chair to complete the health check on Governor Hub.**  
**Action point 25- Health check to be agreed at next FGB.**

The Chair reminded new Governors to complete their skills scan and send to The Chair.

**Action point 26- New Governors to complete skills scan and send to The Chair.**

### 13. Financial Items

- a) Budget monitor/financial update
- b) Presentation of Audit Certificate and Accounts for Unofficial School Funds
- c) Adoption of LA Schools Financial Regulations (formally LA Model Standing Orders), or Presentation and Approval of Appropriate Alternative
- d) Review/Adoption of Scheme of Delegation
- e) Review/Adoption of a Lettings Policy
- f) Any other financial matters

All items covered in agenda item 9.

### 14. Governors' Newsletter circulated via Governor Hub – pending circulation

Not one published as yet- last one summer.

### 15. Policies

- a) Complaints policy
- b) Science policy
- c) Computing policy
- d) Safeguarding and Child Protection Policy 2022
- e) Marking policy
- f) maths policy

**Governors ratified all policies except** Complaints policy. AW to review and then ratified at FPC and then FGB.

**Action point 27- Complaints policy to be ratified at next FGB.**



16.	<p><b>Any Other Business including any Correspondence Received</b></p> <p>The chair informed governors that the governors page on the school website still requires updating. Rute Rubalo acknowledged to the chair earlier in the meeting that she knows this is an outstanding action assigned to her and that she would contact governors with any information/ authorisation she required from them to complete.</p> <p>Action point- 28- Rute Rubalo to complete update of governors page on website and report back to governors at the next meeting.</p> <p>The Chair and Head Teacher are meeting with local authority for a pre Ofsted meeting on 10.11.22</p> <p>The Clerk announced she would be leaving this term, but Hounslow LA are seeking a new clerk to start as soon as possible.</p>
17.	<p><b>Confidential Business including any items in the Head's Report</b></p> <p>None</p>
18.	<p><b>Date of Next Meeting</b></p> <p>Spring term- Wednesday 1<sup>st</sup> March 2023 6.30pm</p>

## Summary of actions

Action point	Action	Who
1	NK to submit a report following the safeguarding meeting to The Chair and Head teacher	NK
2	Governors to reconfirm declarations of interest.	Governors
3	Alison Sheppard and Farzana Mansoor to be removed from Governor Hub.	Clerk
4	Nabeela Khan to be added to Governor Hub and allocated SEND/LAC appointments and added to QoE committee	Clerk
5	Governors to add their DBS numbers into Governor Hub profiles	Governors
6	Nabeela to visit the school business manager to sign declaration of interest and take in passport/ID, and sign KCSIE.	Nab K
7	GHC to be allocated as co-Chair and allocated to pay and finance	Clerk
8	TJ to be removed from pay and finance committee.	Clerk
9	FGB to recruit a vice Chair.	Clerk
10	Board to register 2 co-opt vacancies and 1 deferred LA vacancy	Board
11	Correct dates on minutes to 2022	Clerk
12	SDP link governors to visit the school and carry out a link visit.	Governors
13	Seek example TOF (on the Key or with Hounslow LA).	Board
14	Review ToR at next meeting	Board
15	Governors to refer to agreed governing board action plan and work way through 12 actions.	Governors
16	HT to share one pager summary with governors	HT
17	Appoint Grant Hill Cawthorne to Head's performance panel	Board

18	Grant Hill Cawthorne to do Heads performance review training	GHC
19	Approve the pay policy.	Board
20	Approve the performance management and appraisals policy.	Board
21	Governors to read KCSIE and confirm on Governor Hub.	Governors
22	Nabeela Khan to update and add training completed to profile on Governor Hub.	Nab K
23	Governors to respond to the health check and send to The Chair	Governors
24	The Chair to complete the health check on Governor Hub.	Chair
25	Health check to be agreed at next FGB.	FGB
26	New Governors to complete skills scan and send to The Chair.	Nab K
27	Complaints policy to be ratified at next FGB.	FGB
28	Rute Rubalo to complete update of governors page on website and report back to governors at the next meeting	R Rubalo

### Summary of actions rolled over

Action point	Action	Who
1	The board to recruit a governor for schools governor.	Board
2	Governors to sign up for Ofsted training.	Governors
3	Rolled over from 2/3/22 - Governors to complete online safety watchlist by 31/7/22	Governors
4	Governors to reflect and comment on the SDP feeding comments into The Chair before the next Quality of Education committee.	Governors
5	The Curriculum policy to be reviewed at the next meeting.	Governors
6	Governors to give views to finance committee on any thoughts about income generation.	Governors
7	Chair to sign and date the Health and Safety Policy.	Chair
8	The board to recruit a second co-opted governor	Board