



Governing Board Meeting
Venue: Zoom Videoconferencing
On Wednesday 14th June 2023 at 6.30 pm

Part 1 Non-Confidential Minutes

Governors Present	Mrs Tamsyn Johnson (Chair), Mrs Susan Colley-Purohit (Headteacher), Ms Michelle Hambrier, Mr Rob Heath, Professor Grant Hill-Cawthorne, Dr Jennifer Owen, Ms Rute Robalo
Other attendees	Mr Adam Malin (Deputy Headteacher)
Clerk	Mr Chris Hartley

1.	Apologies for Absence a) Apologies for absence were received and accepted from Mrs Nausheen Khan. b) It was confirmed that the meeting was quorate.
2.	Declarations of Interest No governors declared interests in relation to items on the agenda.
3.	Membership a) Governor information on Get Information about Schools (GIAS): the Chair had checked and updated the published information. She reported that there was a new duty to collect and publish diversity data. This was voluntary and governors who were willing to do so were asked to submit this information through their personal profile on Governor Hub. Action Point 1 . When complete the information would be published on the school website and GIAS. b) Governors' Register of Interest forms, Governor Disqualification forms and Keeping Children Safe in Education confirmations on Governor Hub were up to date. c) Co-opted Governor: the term of office of Mrs Tamsyn Johnson would expire on 6 th November. Mrs Johnson was nominated, seconded and appointed for a further four year term of office. d) There were four vacancies for Co-opted Governors. These vacancies were registered on Governors for Schools and Inspiring Governance and the LA had been asked to look for volunteers. It was agreed to flag these vacancies on the school website and in newsletters. Action Point 2 .
4.	Chair and Vice Chair Elections a) Mrs Tamsyn Johnson was nominated, seconded and elected as Chair for 2023-24. b) Ms Rute Robalo was nominated, seconded and elected as Vice Chair for 2023-24.

5.	<p>Minutes of the Last Meeting and Actions</p> <p>The minutes of the last meeting of the Governing Board held on 1st March 2023 were approved as a correct record and would be signed electronically by the Chair.</p> <ul style="list-style-type: none"> a) Action Point 7, Statutory Policies: a link to the list of statutory policies had been circulated. The chair and the headteacher had confirmed that six statutory policies required full GB review and ratification, with the remaining statutory policies being delegated to the committees or the school for review and then to the full GB for ratification. The Chair undertook to add these to the GB Terms of Reference and prepare a policy review schedule and upload this to Governor Hub. Action Point 3. b) Action Point 10, Committee Membership: Mr Adam Malin to be added to the membership of all committees. Action Point 4. c) Action Point 12, GDPR, staff code of conduct and equality policies: it was agreed to carry this forward to next term. Action Point 5. d) Action Point 14, Whole GB Training: the assistant director for education in Hounslow had offered to host a mock Ofsted governor interview with the full GB at a meeting with the chair and headteacher 7 months ago. The chair had followed this up with the LA and was awaiting dates to share with the rest of the board. Action Point 6. e) Action Point 18, Governor Biographies/Photos: two governors' details were awaited. Action Point 7. <p>Other actions identified at the meeting had either been completed or were on the agenda.</p>
6.	<p>Headteacher's Report</p> <p>The Headteacher's Report had been posted on Governor Hub and she invited questions.</p> <ul style="list-style-type: none"> a) Number on Roll (NOR): the NOR would reduce by 30 in September due to the bulge class leaving this term and the school would revert to one form of entry. b) Attendance: the current figure was 94% compared with the government target of 96% but this was higher than other schools in the triad and LA. There continued to be requests for termtime leave and parents were reminded in newsletters and meetings of the link between attendance and attainment. An attendance cup was awarded weekly and this week 6 out of 9 classes had exceeded 96% with the top class achieving 98.3%. Nursery attendance was always lower and the Early Years team were looking at how to persuade parents of the importance of nursery attendance. The Headteacher advised governors that attendance would be given its own section in the new SDP for 2023-26. Governors commended the school for its attendance interventions. c) Staffing: see part 2 confidential minutes. d) School Development Plan: the current SDP was being reviewed and RAG-rated. This would inform preparation of the new SDP for 2023-26 which would be shared with committees and the full GB next term. Q: Chair asked how the outdoor reading area had resonated with the pupils, following a school visit earlier in the term. A: pupils have responded well and it is nice to see pupils utilising the area. The library itself also continues to be popular with pupils and looking to encourage more pupils to experience the librarian role. In discussion governors agreed that there should be a special meeting early next term to review the new SDP which the Chair undertook to schedule. Action Point 8. e) Assessment and Pupil Progress: Mr Adam Malin reported that KS1 and Year 6 SATs had taken place. The KS1 phonics check was being done with 8 year 2 children retaking. External moderation would take place next week in KS1 and 2 for which teachers had submitted their data sheets. Once the KS1 and 2 results were in they would be reported to parents via the end of year school report and to governors next term.

	<p>f) Pupil Premium: numbers had increased to 38 but PP income would be lower because it was based on the previous census.</p> <p>g) SEND: The new mainstream inclusion partnership for SEND funding in Hounslow was explained to governors, offering support for pupils where a full EHCP is not an expected outcome. The Headteacher and SENDCO had attended the second cluster meeting this week and were pleased to report that Spring Grove's application had been accepted, the school were still awaiting what the cash value of the funding they would receive would look like. The chair explained that she had attended the LA MIP SEND training session and understood that the school was in a cluster with 12 other schools, with the cluster allocated £95K for this year. The chair was interested to hear in the heads report that the first cluster meeting, no funding had been agreed. Q: what did the school and SENDCO do differently this time? A: this application was made for a group of children within one year group and the SENDCO was more comfortable with the process and supporting documentation to support her case. Q: how long will the support be in place for, as we understand this is short term support funding? A: The request was submitted and accepted for a school year. Governors asked that their thanks to Mrs Sunda be recorded.</p> <p>h) Early Years: the EY team had plans for enhancing parental involvement through 'Stay and Learn' sessions so that parents were aware of increased understanding of RWI, Reading and Maths, by participating in a workshop style setting with their children.</p> <p>i) Safeguarding: there would be a safeguarding training session from Andrew Hall on 4th September as part of the school's INSET training which the Headteacher offered as an open invitation for governors to attend.</p> <p>j) Friends of Spring Grove School (FOSGS): the Friends had been relaunched and were very active, with a Coronation Tea Party raising £500 and plans for an after school picnic and ice lolly sales. Governors asked that their thanks be recorded for the Friends' support for the school.</p> <p>k) Exclusions: Q: what happened to the young person who was subject to exclusion last term? A: he has received skilled support and as a result is much calmer this term.</p> <p>Governors thanked the Headteacher for her report. Mr Adam Malin asked that his thanks be recorded to the Headteacher for her support for his professional development throughout his first year at the school.</p>
7.	<p>Hounslow Education Partnership (HEP)</p> <p>The Headteacher's Report included information on the recent Peer Challenge review hosted at Spring Grove. Q: why was maths called out as a priority for development? A: the school's use of White Rose had been identified at the first Peer Challenge review of the year and the triad had agreed to keep the core subject of maths as a focus for reviews this year.</p>
8.	<p>GB Code of Conduct</p> <p>The NGA Model Code of Conduct for Governing Boards had been posted on Governor Hub and was approved unanimously. Ms Rute Robalo undertook to post this on the governors' section of the website. Action Point 9.</p>
9.	<p>Financial Items</p> <p>a) Budget Forecast 2023-24: Mr Rob Heath, Chair of the Finance Committee, reported on the end of year outturn and the draft budget for 2023-24 which had been posted on Governor Hub. Mr Heath reminded governors that the LA had licenced a deficit budget for 2022-23 and had it not been for the unfunded pay increases it would have been possible to show a reduction in the deficit at the</p>

	<p>end of the year: the budgeted deficit of £72k had instead turned into a projected year end deficit of £123k.</p> <ul style="list-style-type: none"> • the supply overspend had been offset by Covid catchup grants • 1:1 support for two children was not fully covered by SEND income • indirect employee costs were overspent due to club staff costs • the catering budget contained a contingency for works in the kitchen • electricity was underspent, possibly due to the solar panels • misc premises costs were up due to increases in cleaning materials prices and public liability insurance • Q: why is there an overspend on free school milk? A: because more children were eligible than were budgeted for • Sunshine Club takeup had been lower than expected • misc income included rent from the former caretaker's house and FOSGS donations • Best Value Statement: there had been some changes since last year <p>The draft budget 2023-24 and Best Value Statement were approved for submission to the LA.</p> <p>The headteacher confirmed that she was submitting a letter to the LA in regards to the budget deficit challenges and the actions that had been undertaken. The letter would also be circulated to members of the finance committee for input.</p> <p>b) SFVS: the return had been submitted.</p>
<p>10.</p>	<p>Committee Reports</p> <p>Finance Committee: Mr Rob Heath reported that in addition to agreeing the year end outturn and budget forecast the committee had approved the Health & Safety Policy and reviewed Pupil Premium income and expenditure. The fire risk assessment had been completed. Outstanding action regarding maintenance of the caretakers house, LA has acknowledged responsibility and awaiting funding. Some tree surgery was required and the Headteacher reported that this had become urgent after a branch had fallen close to a neighbour's car.</p> <p>Pay Committee: The committee had met to consider the Headteacher's mid-year performance management review, with an action for the headteacher to book in the end of year review with external advisor Andy Philips. The teachers' pay award and the effect of industrial action had also been discussed.</p> <p>Quality of Education Committee: Ms Michelle Hambrier reported that the committee had approved the subject policies which the full GB then ratified during the meeting and agreed that these should now be upload to the website. Action Point 10. The EAL Policy had also been approved and was ratified and would be posted on the website. Action Point 11. At the next meeting a schedule of governor visits and learning walks, in groups where possible, would be proposed. Governors asked Ms Hambrier to post this on Governor Hub in good time so that governors could get the dates in their diaries. Action Point 12.</p>
<p>11.</p>	<p>Safeguarding</p> <p>a) Safeguarding Audit: the outcomes and actions of the last audit had been submitted to the LA but there had been no response.</p> <p>b) Single Central Record Check: this had been completed by the Chair. The Headteacher reported that she had also checked the SCR including start dates for gardeners.</p> <p>c) Keeping Children Safe in Education: it was noted that a new version would be in place for September and Mrs Nausheen Khan, Safeguarding Governor, had offered to post the summary of changes on Governor Hub. Governors were</p>

	reminded that they would need to fully read and confirm this on Governor Hub next term. Action Point 13.
12.	GB Self Evaluation, Governor Training and Development Needs a) Training Attended: the Chair reported on training attended by governors. b) Named Governors: Dr Jennifer Owen volunteered to fill the vacancy for a SEND Governor. c) Progress on GB Development: the Chair suggested that recruitment of new governors should focus on purchasing and procurement, premises and health & safety, local businesses, and volunteering outside educational settings. d) Prevent Training and Equality duty: the LA had advertised two new training opportunities which were commended to governors.
13.	Named Governor Reports/Governor Visit Reports There were no reports.
14.	Governors' Newsletter The last newsletter was noted.
15.	Policies Health & Safety Policy: the draft policy had been posted on Governor Hub. Q: can the school not administer antibiotics if a child is completing the course, as other nurseries can with written consent? A: no, we are prepared to administer long term medications if asked but parents are asked to come in each day to administer antibiotics, which can be stored in the fridge in the medical room. Q: staff inductions and annual H&S refreshers for staff are not currently included in the H&S policy, do these happen and could they be added to the policy? A: this is part of the staff induction process although some training, eg use of ladders, has to be done by the school caretaker. Agreement to update the policy to include staff induction and annual H&S refresher. The draft policy was approved pending these amends and would be signed by the Chair. Action point 14.
16.	Any Other Business including any Correspondence Received Governors Action Plan Update: The Chair had reviewed the Action Plan and recommended that most areas were rated green. Governors needed support on the Spring Grove Way, mission and vision which the Headteacher was including in the School on a Page briefing paper.
17.	Confidential Business See Part 2, Confidential minutes.
18.	Dates of Meetings Autumn term: QOE Tue 31st Oct, P&F Wed 1st Nov, FGB Wed 8th Nov Spring term: QOE Tue 20th Feb, P&F Wed 21st Feb, FGB Wed 28th Feb Summer term: QOE Tue 4th June, P&F Wed 5th June, FGB Wed 12th June

The meeting closed at 8.20 pm.

Signed: _____

Date: _____

Summary of Action Points

#	Minute	By Whom	Action	When
1	3a	All governors	Submit diversity information for publication on GIAS	Asap
2	3d	Headteacher	Flag governor vacancies in newsletters and on website	Asap
3	5a	Chair	Prepare policy review schedule, add to GB ToR and upload to Governor Hub	Next term
4	5b	Clerk	Add Mr Malin to membership of committees	Asap
5	5c	Chair	Add GDPR, staff code of conduct and equality policies to next FGB agenda	Next term
6	5d	Chair	Liaise with LA to arrange mock-Ofsted interview next term	Asap
7	5e	Two governors	Submit Governor Biographies/Photos	Asap
8	6d	Chair	Schedule extra GB meeting to review SDP	Next term
9	8	Ms Rute Robalo	Post Code of Practice on website	Asap
10	10	Headteacher	Upload subject policies to school website	Asap
11	10	Headteacher	Upload EAL Policy to website	Asap
12	10	Ms Hambrier	Agree schedule of governor visits and learning walks and post on Governor Hub	Asap
13	11c	Mrs Khan	Post summary of changes to Keeping Children Safe in Education on Governor Hub	Asap
14	15	Chair	Sign updated H&S Policy	Asap