

**ST PAUL'S CHURCH OF ENGLAND SCHOOL, BRENTFORD**  
**MINUTES OF THE GOVERNOR'S MEETING**  
**Thursday 3<sup>rd</sup> March 2016**

**Mr G Greene (chair)**  
**Mr John Wright (Headteacher)**  
**Ms L Elliott**  
**Ms C Parfaine (part meeting)**  
**Mrs S Ward**

**Mr Alan Ward**  
**Mrs Natalie Lonsdale**  
**Mrs T Lepsky**  
**Mr A Ward**

**In attendance:** Mrs Katharine Churcher (Clerk) Mrs C Cossar

Open in prayer

**1. Apologies for absence, declaration on interests and any other communications from members.**

Apologies were received from Revd Simpson, Mr M Collins and Mr Pringle. Mrs Raine did not attend.

**2. Results of the Election of Parent Governor**

Mr Greene congratulated Ms Elliott on her election and recommended the new Governors course at the LDBS.

Mr Greene also indicated that Carmen Parfaine would join us part way through the evening as our new LA Governor. Mr Greene proposed to approve her appointment and all the Governors agreed.

**3. Minutes of the meeting held on Wednesday 4<sup>th</sup> November 2015**

The minutes of the meeting held on Wednesday 4<sup>th</sup> November were agreed and signed.

**4. Action points from previous minutes**

- Volunteer for link Governor – this position is still vacant
- Revd Simpson has not yet spoken to the new area Bishop regarding a celebration for opening Alexandra House
- The Health and Safety walk took place. Mrs Ward was encouraged by the good condition of the buildings.
- The resources committee meeting was changed to morning to enable more members to attend.
- Community cohesion The first meeting is planned for Tuesday 7<sup>th</sup> March. The committee will document the activities currently in place.
- Mr Pringle has met with Mrs Riley to discuss speaking and listening
- Admission criteria for 2017-2018 The document has been circulated and approved by all Governors. Mrs Ward indicated that Ms Cadbury had raised a question in parliament regarding school admissions.

Initialled .....

- Parent Governor elections. These took place in February.
- AED machines have been purchased and demonstrated by St John's Ambulance at INSET. Mr Wright to get confirmation that the LDBS insurance covers us for their use and further information from the London ambulance service.

Action Mr Wright to confirm insurance situation with LDBS and London ambulance service.
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- Finalise the school development plan. The plan was circulated before the meeting. Subject leaders and Governors will meet later in the year. Mrs Lepsky has met the geography coordinator. The Science mark has been applied for. Mr Lacy is attending a literacy co-ordinators course and Ms Jones a middle leadership course. One pupil was a finalist in the NACE photography competition. Mrs Heyhoe and Ms Brand are working with pupil premium children. The school has employed an EAL support teacher 2 days a week. Mrs Ward asked if there was a predominant mother tongue in the school. Mr Wright described the three groups, those born in the UK but speak another language at home, those arriving from other countries with little or no English and those who do not have the depth of vocabulary and language skills such as grammar now needed in school. These are most evident in the youngest year groups.
- A lot of work has been done on assessment and curriculum but the final processes have still not been finalised. The school has adopted the LDBS matrices (working) and Rising Stars assessments (not working so well). No test has yet been standardised. The school is using the judgements of experienced teachers to complement the testing while the assessment procedures are still being developed.
- Improve global attainment – data for reception is looking promising.
- Further work is needed on developing staffing structure

Mr Wright asked if the Governors felt the school development plan was robust enough and the Governors agreed.

## 5. Standing items

### *5.1 Finalise the school development plan*

See above

### *5.2 Review pupil progress and attainment – update on data priorities*

Mr Wright circulated reports on data to the Governing Body before the meeting. He described the language that was now being used for assessment and attainment. He shared some aspects of the data with the Governors. Mr Wright and Mrs Riley have picked out some key performance indicators to concentrate on.

Phonics results have demonstrated the capacity of the school to improve.

Mrs Ward asked how the staff are managing with the extra pressure. Mrs Lonsdale described the regular meetings with senior staff and the extra support that is then put into place. Mr Wright acknowledged that this is tough for all teaching staff. Mrs Cossar described how the school had put effort into not using levels this year. At external meetings with other schools staff have found that levels are still being used.

Mrs Ward asked how accurate the teacher assessments were. Newer members of staff are not familiar with levels but more experienced staff were able to identify the needs and gaps for their children.

Initialled .....

Mr Greene asked Mrs Lonsdale how it was working. She expressed the difficulty in not having a year group partner to work with.

Mrs Cossar explained how difficult it is to predict what the assessments will be like in the summer and how the curriculum should be interpreted.

There is concern over some children in year 5 who have very little time left to reach the new standards.

Mr Ward had suggested at C and A committee that the folder of data be readily available to Governors. Mrs Cossar shared the plan to update the key points sheet every term for Governors.

### *5.3 Policies for adoption by Governing Body*

- Charges and remissions – recommendation for 4 year review  
The Governors voted to adopt a 4 year review
- Anti-bullying – Mr Wright had highlighted changes and wanted to draw attention to the point noting incidences of bullying where safeguarding or criminal activity was involved. The policy was adopted by the Governing Body.
- Pay policy – The pay policy was approved by the resources committee. The changes are minimal. Mr Ward asked if it had been circulated to staff. The Governors voted to adopt the policy and it will be made available to staff.
- SFVS – will be updated factually - all in favour of adoption

### *6. Publish the admission arrangements for 2017 – 2018* (formal agreement to be confirmed by email before 24<sup>th</sup> February)

Additions to the admission agreements were agreed and approved by all Governors by email

### *7 Receive Headteacher's report and review net capacity of the school*

Mr Wright added further details on lesson observations. One NQT is a cause for concern and more support has been put in place.

The staff absence will be updated and circulated.

Action: Mrs Churcher to circulate the staff absence data.
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Mr Wright announced that Mrs Smith, cleaner will retire at Easter after nearly 30 years service.

### *8. Review Governors' Newsletter, note changes to statutory regulations*

Safeguarding audit - Mr Wright will update the audit completed last term.

Keeping children safe in education. Designated lead may need to have annual training in the future

Action: Mrs Churcher to recirculate the document. Governors to sign and return the back page.
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Health and safety review. This was completed with the premises team. Asbestos is not an issue following the fire. On the AH site the vast majority was removed in the refurbishment. Leigonella - the school is now all mains fed for cold water but there are some new water heating units. Glazing, health and safety inspections, hiring and letting were also addressed.

Action Mrs Churcher to acquire the Tinies checklist for their Health and Safety inspection

Cleaning checklist and manual handling training have been completed.

Mr Wright highlighted other aspects of the newsletter for Governors.

Mr Ward indicated that we should use the LDBS to have some whole GB training.

Mr Wright suggested that we should look at pupil premium. The CFC committee had identified safer recruitment and Prevent training. Mr Ward suggested new Ofsted framework.

Mr Wright will identify some opportunities Mrs Churcher will circulate dates that Mr Marriner is available,

Action: Mrs Churcher to circulate dates for full GB training.

*9. Receive committee reports*

The Governors had no questions on the reports.

*10. Receive reports on Governor training undertaken*

Mrs Lepsky will attend the sports governor training

Mr Pringle will attend the pupil premium training

*11. Update on SEND provision*

Mr Wright outlined the current SEND provision in the school. Ms Bennett is supporting the school 2 days a week and Mrs Little is part way through the training course. An advert for the SENCO will be put in the TES for a September start.

*12. AOB*

*Graffiti* – Mr Wright reported on the graffiti that had appeared around the school. Mr Collins is following this up with the council.

*Community cohesion* – change of meeting date

Mrs Ward shared the plan for the development of the Morrisons site for an underground carpark and 16 story block of flats.

She spoke about plans for redoing the mural on the St Paul's Recreation Ground wall.

*Term dates for 2016-2017*

Mr Wright asked the Governors to accept the Hounslow proposed term dates for next year and to have two days of INSET at the beginning of the autumn term. The Governors agreed.

*Nursery closure for elections*

Mr Wright requested that the nursery will be closed on 5th May and the 23rd June for GLA and the EU elections. All Governors agreed.

Initialed .....

*New Governor information*

Mr Ward has not been receiving correspondence from Governing Body support

Action: Mrs Churcher to forward details of the new Governors and Mr Ward to Karen Harrison
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Signed .....

Date .....

Date of the next meeting – Tuesday 14th June 2016 at 7 pm

Initialed .....