

## Appendix 3

### Evidence on Page 7

## Full Governing Body Committee Agenda 5 December 2023, 6.00pm Vision Statement

*'Inspiring the minds of tomorrow to be confident life-long learners; through high **Ambition**, strengthening a positive sense of **Identity** and contributing to **Society** so that every child can succeed'*

		Co-opted - <b>Chair</b>
		Headteacher
		Co-opted – <b>Vice Chair</b>
		Co-opted
		Parent Governor
		Co-opted Governor
		Co-opted Governor
		LA Governor
		Parent governor
		Parent governor
		Staff Governor
		Co-opted Governor
		Parent Governor
		Deputy Head
		Deputy Head
		Associate Governor
		Clerk
	<b>Observers/Presenters</b>	

Item	Description/Discussion/Actions
1.	<b><i>Welcome from the Chair</i></b>
	Chair welcomed everyone
2.	<b><i>Apologies for absence</i></b>
	No apologies have been received
3.	<b><i>Declarations of interest</i></b>

	No declarations declared in any agenda item
4.	<b>Governance Matters</b>
	Staff Governor Vacancy – Staff governor election was held and [REDACTED] was re-elected as staff governor. His new term started from end of his last term, 21 <sup>st</sup> November 202, and will run for 4 years to 20 November 2027.
5.	<b>Minutes from 26<sup>th</sup> September agreed as accurate</b>
	Minutes unanimously agreed as accurate.
6.	<b>Actions from the 26<sup>th</sup> September 2023 meeting minutes</b>
	<p><b>Attendance comparison</b> - was shared with, and discussed by the Curriculum Committee's last meeting on 11<sup>th</sup> October 2023.</p> <p><b>Pay review committee</b> - met 14<sup>th</sup> November 2023.</p> <p><b>Terms of Reference</b> – agreed updates completed and uploaded to Governor Hub.</p> <p><b>Safeguarding training</b> – all governors have completed; Chair will double check.</p> <p><b>Link visit training</b> - Chair has spoken to all governors who had link visits. No one has done a visit without being prepared. Chair will arrange more formal training &amp; a video before the new term and link visit schedule will be reviewed by headteacher and chair in light of a new focus.</p> <p><b>Code of Conduct</b> – has been uploaded to Declarations and Confirmations area of Governors Hub. Please could all governors log in and confirm they have read.</p> <p><b>Skills audit</b> – this will be done with leadership evening</p> <p><b>Parents events schedule</b> - will be added to governor hub</p> <p><b>FSM Funding</b> - on Finance agenda</p> <p><b>Acceptable Use Policy</b> – will be added to Governor Hub and a confirmation statement added to Declarations and Confirmations on Governors Hub. All governors to confirm they have read and understood.</p>
7.	<b>Finance – Rescheduled Meeting from 14<sup>th</sup> November</b>
	<p>Headteacher updated committee re financial position as original meeting, 14<sup>th</sup> November 2023 had to be cancelled at short notice, and only a pay committee meeting went ahead, <b>minutes held separately</b>.</p> <p>Discussion ensued in relation to various income strands</p> <p><b>I09</b> – due to free school meals for all we are no longer receiving income for pupil meals. As larger number of free schools meals for pupils we have offered 10 free adult meals to staff for each sitting – this is now reducing income from adult meals as now taking up free meal. They have to sit and eat with children after duty. Ms Gordon has questioned if monitoring re staff taking up free school meal. SLT feels that there is only right amount of getting free meals and in terms of this it is only a small reduction. The larger reduction is on adult meals</p> <p><b>I18</b> - PE sports grant will be continuing for another year. We had not been sure of this</p> <p>Discussion now moved to Expenditure</p> <p><b>E26</b> - Agency staff – we need to decrease spending by £59,271.00.</p> <p>Q - <i>What will that be in actual bodies?</i> It will be particularly leadership cover, PPA cover etc. All of these are covered by agency staff and it is felt this may be best way to reduce that projected overspend.</p> <p>Head went on to explain Support staff pay award has been agreed by unions and school. This will be backdated to April 2023 £1925 per annum increase – London weighting increase from £2094 to £2175 and increase of 81.00</p> <p>Q - <i>What is extra mural field study (E19)?</i> – That relates to school trips – we pay up front for yr6 residential but we do not collect money until following financial, just before trip and this year the cost has increased.</p> <p>Q - <i>On income by LA variance of 65,752 (101) – is that due to number of pupils, why is there a difference? – it was agreed this question would be raised at the next finance meeting when the school business manager would be available.</i></p> <p>Q – <i>Total predicted overspend showing on page 17 is £129,759 needs to be highlighted and discussed at next finance meeting to ensure we can keep abreast of this and ensure something is done about it or explanation provided for LA.</i> Clerk to share raised questions with finance officer/school business manager prior to meeting</p> <p>Governor explained she has been on recent finance training and if school has an overspend at end of year they will have to complete a number of forms so we should flag them now and try and avert these overspends, if possible.</p> <p>Headteacher highlighted that the school was closed yesterday as 2 pumps for heating broke – main pump and back up. It appears they now need to be replaced so this is an expenditure the school had not budgeted for.</p>

*Q – it is strange both went are they checked?* They are checked and we do maintain these so headteacher has asked Ms Sterling to investigate this.

*Q - Could we not have an explanation against the large variances than anyone can read the report and not rely on input from finance staff?*

Discussion ensued around subject and possible workload however it was agreed that going forward, as used to happen in the past, Ms Gordon would send budget monitoring every month rather than finance committee just looking at it during termly meetings. There will be a Budget Monitoring folder on Governor Hub in each. Year.

*Q- What is red dot against some items?* Red dot on report means Ms Gordon has manually amended.

*Q - Are we continuing with National tutoring programme?* we are still using from January

*Q - If everyone gets free school meals does this add to Pupil Premium Grant?* – No it does not we still have to take all the details as before when pupils start. It is rechecking throughout pupils' journey through school that is harder to do as parents do not let us know situations have changed.

*Q - £30,00 lunch and kitchen support staff – original budget nil – why is this there?* We are using agency staff and some of these would have been previously budgeted under support staff.

*Q - Is there then a saving of around £30,000 in support staff?* Headteacher would need to check with finance team as sometimes expenditure has been coded slightly wrong and this causes variances.

One member felt that if it is a case of a simple conversation around the table then we can discuss that rather than adding to workload of school staff.

Other governors felt that there should be comments for any variances to add clarity to budget monitoring. If Ms Gordon was not available for any reason another person would be able to pick up and carry on.

**Committee agreed that for February finance meeting need to have clarity on staffing – add notes to coding lines of staff in that code. Where ever substantial variance (£5000 or over) comments need to be added to that line.**

*No further questions raised or discussions on Budget Monitoring report*

#### **Maintenance Work and projects**

Headteacher signposted board to Health and Safety Summer Works listing

She advised that agency caretaker who became a permanent member of staff had carried out some work over summer break. The painting work he did needs to be completely redone as he painted walls etc with grit paint that should only be used on threads of stairs. We now have to pay someone to do the work properly. We now have to get grit paint removed from 2 staircases and get them redone and then have it all repainted. Head advised that he is no longer working with us.

There is no planned expenditure over £10,000

*Q - Will pumps cost more?* We hope not.

*Q – is someone going to check them properly before replacing?* There is someone coming in to investigate. We once again do not have a caretaker so we are struggling to keep a maintenance schedule in place. The school had to close due to pumps broken but at least it is open again today

**Headteacher advised that there were no changes to Health and Safety policy. Unanimously approved**

No further questions

#### **ACTIONS**

- Bring questions to next finance meeting –
- *Q - On income by LA variance of 65,752 (101) – is that due to number of pupils, why is there a difference?*
- *Q – Total predicted overspend showing on page 17 is £129,759 needs to be highlighted and discussed at next finance meeting to ensure we can keep abreast of this and ensure something is done about it or explanation provided for LA.*
- Clerk to share raised questions with finance officer/school business manager prior to meeting
- Committee agreed that for February finance meeting need to have clarity on staffing – add notes to coding lines of staff in that code. Where ever substantial variance (£5000 or over) comments need to be added to that line. Clerk will share this with Ms Gordon.

#### **8. Headteacher's Report**

Headteacher spoke to current numbers on role at school. She advised that for funding purposes the DfE uses pupil number from the October census. Mitchell Brook's numbers have risen again and we have at least 10 children on our waiting list – we have a lot of mobility Sep-Oct 24 leavers but 40+ joiners one census does not show this.

Nursery numbers are down. It is a trend across the area. From January we will be admitting children who have just turned 3; they will be part time.

*Q - Is nursery paying for itself?* No, it is not therefore one nursery nurse is going to have to move over to reception.

### SEND REPORT

SEND figure is stable, but high. [REDACTED] advised it has been noticed this year that we are managing needs better as children who required lot of support in reception are much more independent in year 1. Nurture group started in reception in summer term and we are reaping those benefits.

Found barriers to education so supported 14 children across Reception into year 1 Summer/Autumn. Now looking at KS1 cognitively going forward

Speech language and communication are our highest needs. We pay additional for Occupational Therapy to come in and work with targeted children – we used to pay for additional private but do not now pay for this as NHS support excellent and very well qualified. Also have support staff trained in speech and language allowing them to follow up on work being done.

*No questions raised.*

### Quality of Education

[REDACTED] provided updates.

Training provided recently on formative assessment of children's learning as you teach, rather summative assessment.

Provided tips and tricks on engagement

*Q – Could you confirm difference in formative and assessment testing?* Formative assessment is ongoing and informs new learning – summative assessment is termly or end of topic.

Less experienced teachers sometimes think only way to assess is testing – we do live marking and give feedback – this is much more powerful – [REDACTED] has been working with the research.

*Q - How do you ensure it is consistent across the school if each teacher is doing it themselves, how do you measure it?* Really good point. Subject knowledge is embedded and we support teaching through whole school provision – different and valid for everyone. We coach, doing side by side teaching with lead practitioners – pretty much all we do is through formative assessment. SLT then assess that through dropping into classrooms and observing, staff do not mind senior staff just popping in and you can see questioning and strategies in use and you can also see this in books when you observe marking and feedback.

Writing is led by a lead practitioner. We have split English so that 1 lead practitioner has charge of reading and 1 of writing. Grammar and spelling- lead practitioner is working with years 3 & 4 which is coming out lower than expected. We do a lot of in school moderation but last week we did a cluster moderation across years 2 and 6 with a number of other schools in area

We will be reviewing foundation subjects over next 18 months.

*Q - Are there many opportunities for multilingual students to write in their own language?* – Yes, when they first come. However, when you have pupils coming at very beginning stage of English often, they are struggling to write in own language as well, they often have not had any schooling or have large gaps. If a child came in able to write yes, we would definitely give that opportunity but we have not had that.

*Q - Just wondered in speech and language would it sometimes be a need or a language issue learning language?* – We discuss with parents how quickly they picked up their own language and then assess going forward.

### Professional Development

Headteacher advised this is used to raise academic outcomes [REDACTED] leads on this virtually all teachers are doing some further learning we are using our apprenticeship levy money to pay for this

### Parental engagement

Variety of strategies are being employed. Have looked at advice and strategies from EFF. We want parents to come in and enjoy what we do. Headteacher signposted the strategies on her report, available on Governor Hub. She informed board that have got parents coming in to workshops to support learning.

### Staffing

Resignations up to 31<sup>st</sup> October – 1 agency teacher has gone

1 PPA teacher gone from teaching and become a driving instructor, stating it will be less stressful

Support staff – 2 are leaving – both had been unwell and are now leaving


A PPA teacher is taking over year 1 post

PPA will all be teachers taking over cover – ECT teachers have 20% cover required and we have 5 ECTS (Early Career Teachers)

### Attendance

Reviewed attendance figures

*Q - Is there attendance data for only London, would it be helpful to look at that?* Yes. Different parts of country have varying

	<p>degrees of attendance issues.  <i>Q - Would looking at London give truer picture?</i> – Comparisons are always done nationally. Don't think it would tell us anything extra. Our attendance is improving – there has been improvement since last year – we have quite robust procedures and follow up and are clear what we are doing with persistent families.  <i>Q - Is there a trend?</i> – Yes, it is much higher than pre covid as parents are much more inclined to keep children at home with any cold.          We look at most serious cases with EWO and it is constant piece of work.          We do have to review reports and have to change things on them as we constantly have to remove children who have not attended prior to moving on to another school as they nearly always have low attendance prior to moving.</p> <p>Trip Approval          The residential trip is for 79 children – we are going to try and crowd fund money and we are researching charities as there are charities who provide money for Pupil Premium students trips.</p> <p>Governors were asked if they were happy with school funding trip - £269.00 per child, cost to school for coach is £2995.00</p> <p><b>Governors unanimously approved trip.</b></p>
9.	Ofsted feedback - <b>Part 2 Confidential</b>
10.	<b>Safeguarding Report</b>
	 <p>Training for low level disruption – making sure classroom is conducive to learning – senior team are working with ECTs to develop how they approach behaviour. We have very clear policy with enhanced training. We are making sure children are safe and adults confident in handling behaviour.</p> <p>Attendance – kept as a priority – EWO works closely with families and plans to send letters of improvement to some families</p> <p>Every week we have updates that go out to staff with items that may be of use.</p> <p>Recently attended DSL network – very useful</p> <p>Inspection in relation to safeguarding – Ms Box met with lead inspector and it was very positive – explained school context and how we respond to challenges. The same as behaviour. We have a large inclusion team so that has strengthened safeguarding team</p> <p>Lead inspector wanted case studies CP, CIN, LAC and a child with early help – Spoke about bullying, how we deal with LGBT+. Asked for 6 boys and girls and met with them to ask same questions in a child friendly way. They also looked at the SCR</p> <p>No questions raised</p>
11.	<b>Three Key Points to report to FGB</b>
	<p>Curriculum &amp; Standards</p> <ol style="list-style-type: none"> <li>1. Report on RWINC</li> <li>2. Positive results on standards report</li> <li>3. PPG report</li> </ol> <p>Actions for FGB from C&amp;S Committee 11.10.23</p>

	<ul style="list-style-type: none"> <li>• <b>Need to update lead governor for pupil premium</b> – Aman and Dawn at last FGB was on link visit timetable</li> <li>• <b>Chair provide Visits video</b></li> </ul> <p>██████ shared some of the discussion from curriculum meeting on the above subjects.</p> <p>No one else had anything to add and no questions raised.</p>
12.	Policy Review
	<ul style="list-style-type: none"> <li>• Safer Recruitment – From 2021</li> <li>• Conflict of interest – New</li> <li>• Workplace resolution – New policy to replace Grievance and Collective Grievance</li> <li>• Appraisal Policy – agreed at pay committee</li> </ul> <p><b>All of these are borough policies and were unanimously agreed</b></p> <p><i>Q - How are these now rolled out to staff? Especially appraisal and conflict of interest etc?</i> We have not yet rolled them out. Safer recruitment is shared and discussed with SLT We have a portal on website for all policies and in staff weekly update we have a policy section</p> <p><i>Q - New Staff?</i> Induction will include key policies and signposts to others.</p>
13.	<b>Link Visits</b>
	<p><b>Attendance</b></p> <p>██████ – Felt this fed in nicely with with safeguarding visit with Helen. I was told so much about attendance in school discussed all of the processes that all staff complete – gave details of the community. Trying to always link to safeguarding to visit. Was extremely useful for me to learn challenges faced and how they are dealt with. Expectations set quite recently that good attendance needs to start from nursery – all children of school have high attendance expectations.</p> <p>Talked about how EBSA children get handled differently - monitored much more closely and sometimes early help used. Usual processes followed but in a much more considered way. When asked about biggest challenge it was noted that Traveler families seem to present biggest challenges and it is for a variety of reasons. School works with individual families and providing targeted activities ie irish dancing classes and that word of mouth is the strongest tool we have that parents felt their children were safe. We have higher number of children form that community this year than ever.</p> <p>Since covid more parents nervous about sending children in. Trying to convince parents they can send in with medication – no term time leave approved and parents would be fined, without exceptional circumstances. Using teachers as first point of contact rather than more official formal conversation – For governors - very big area with lots of challenges and movement No Questions.</p> <p><b>EYFS</b> – ██████ updated on her recent visit with ██████, reception teacher. ██████ expressed that having had children who had gone through early years she found it so calm now and they were doing phonics and even with visitors walking around they were not distracted. Went to outside area and viewed learning there – sand pit, mud garden discussed about staffing for outside and was told about small groups and staffing</p> <p>██████ advised that it was lovely to meet teacher who is so passionate and is growing into her role. Safeguarding was evident in terms of supervision – teacher very clear about strengths and challenges – very positive visit and OFSTED gave a very positive report</p> <p><i>Q – I don't see many other reception classes anymore and am I right in noticing that has Reception moved closer to KS1 rather than Nursery. Is this now a national situation?</i></p> <p>In terms of curriculum rather than being uniquely reception I would say, apart from phonics, that KS1 is moving more towards early ears. Probably been some changes made last couple of year supporting children around their personal social skills, structuring choices a bit more, children coming to us post covid need a bit more clarity and structure.</p> <p>Training/Development of staff has happened in terms of free flow it is still there but a bit more structured to meet needs of children especially children with needs.</p> <p><i>Q - It was just a thought from my experience that nursery/reception used to work very closely together and that does not now seem to be the case?</i> There is now a distinction between nursey and reception from new EYFS curriculum the progression documents were made very clear and dictate how we work.</p> <p>Building staff confidence was highlighted by teacher as areas for development.</p> <p><b>ECT</b></p> <p>██████ who oversees programmes – in last 5 years we have been growing our own</p>

	<p>teachers who are invested in our community and school and provides retention. 22 ECTs over past years have a 96% success rate – and over 50% retention rate. Over the years we have retained all 21 for between 1 and 4 years. Do all statutory training and also add in a lot of extra training and it is clear that we invest in them and they invest in us.</p> <p>██████████ advised that when walking around the school, with SLT, she might notice something with a teacher and it often gets pointed out that they are an ECT. You would not be able to tell as they are very confident.</p> <p><b>Parental Engagement</b></p> <p>██████████ spoke of meeting last Friday, 1<sup>st</sup> December, and speaking about how school are using a number of strategies trying to engage everyone. Parents are often happy to use zoom or call but through persistence are gradually being encouraged to come into school. He spoke about Reading night for parents with a greater attendance than expected and parents feeling I is a safe place. Discussed difficulties and school recognizes that there have been some messages that have not been consistent – we as governors have to recognise this as well when speaking on behalf of school or about school. Headteacher and team are very aware of difficulties and are looking to put on later sessions for parents that work Pertinent – how team respond to complaints – all are treated with respect and promptly and parents are genuinely happy with how their concerns are treated. OFSTED survey was very good and SLT will look at website to try and revamp as parents felt it is not reflective of Mitchell Brook.</p>
14.	<p>AOB (this should be raised with the Chair 24 hours before the meeting)</p>
	<p><b>Determination Application.-</b> Headteacher spoke about the latest information that had been distributed to governors re: Applying for a determination. She explained that the school was re-applying as the current determination was due to expire in June. The policy remains unchanged as this is what has been currently followed. ██████████ 51% of children in school are Muslim, 30% Christian, 11% other and 8% have no religion. NP asked about how the current programme worked. TL explained about how the assemblies focus on the school values and that there are times of periods of silence and reflection. Major festivals and religious events are acknowledged. The parents views will be sought as well as those of the children. This has been discussed with staff as part of the normal communications. AT and NW have agreed to be present at the parent meetings.</p> <p><b>This request was unanimously agreed by the board. Collective Worship Policy was approved</b></p> <p><b>PAN Reduction Consultation</b> - Headteacher advised that consultation on reduction of numbers is still live and in process. Q – Are parents aware? – Yes, they are. Some asked about their own children in school as they were a bit worried, they may lose places. We quelled those concerns by explaining no current child or sibling would lose a place they have or have to move.</p> <p><b>Support staff salary discussion</b>– SEE CONFIDENTIAL PART 2</p> <p>Governors were thanked for their visits staff really appreciate governors’ interest. Headteacher will update visit schedule and upload to governor Hub and advise governors. Please ensure you do visits and update prior to next FGB on 19<sup>th</sup> March.</p>
15	<p>Meeting Ends: Dates of Next Meetings: 6<sup>th</sup> February '24 – Finance &amp; Resources 5<sup>th</sup> March '24 – Curriculum &amp; Standards 19<sup>th</sup> March '24 - Full Governing Body</p>