

**BOUNDS GREEN SCHOOL
VIRTUAL FULL MEETING OF THE GOVERNING BODY
ON 7 JULY 2022 AT 6:15PM
PUBLIC MINUTES**



Staff (2)

Will Wawn (Headteacher)

Parent (2)

Anna Volkmer* 31-12-23

Tracey Burton 26-05-25

LA (1)

Vacant

Co-opted (10)

Matthew Crome 08-07-23

Mark Chapman 29-10-23 (Chair)

*Mohammed Jimale 29-10-23

Anne Keleghan-26-05-25

Claire Wright 10-03-24

Andrew Gordon 17-11-25

Toby Nation 17-11-25

*Denotes absence

Also present

Corinne David (Clerk)

Helen Chrysafi-Bartrip (DHT)

Liz Luka (AHT)

Marcus Read (AHT)

Faye Papini (SBM)

Jess King (AHT)

1. WELCOME/INTRODUCTIONS AND APOLOGIES FOR ABSENCE

1.1 The Chair to welcome everyone to the meeting.

1.2 Apologies for absence were received and accepted from Anna Volkmer. Noted that Tracey Burton was joining the meeting via zoom.

1.3 The Clerk confirmed the meeting was quorate with 8 Governors present.

2. DECLARATIONS OF INTEREST, PECUNIARY INTEREST OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

2.1 There were no declarations of interests made in respect of any of the agenda items.

3. MINUTES OF THE PREVIOUS FULL GB MEETING

3.1 The minutes of the full GB meeting held on 26 May 2022 were **AGREED** and **RATIFIED** as a correct record of the meeting; subject to the following amendment:

a) Item 1.2: Andrew Gordon had not attended the meeting; although apologise for lateness had been received.

b) Item 6.2: include the sentence 'full discussion at the Resource Committee', after 'there had been'.

The Chair signed a copy of the minutes, which were retained by the school for file.

3.2

Matters arising.

3.2.1 Item 3.2.1 **School Data**

Noted that destination of Year 6 to secondary transfer was discussed at TLC.

ACTION School to provide a breck down of Year 6 destination at the next Full GB meeting.

3.2.2 All other actions had been completed.

4. MEMBERSHIP OF THE GOVERNING BODY

4.1 The GB noted that there were 5 vacancies, as follows:

- 3 Co-opted Governors (one to be a staff member).
- 1 LA Governor.
- 1 Staff Governor.

ACTION GB to undertake a recruitment drive during the autumn term to increase the membership.

5. HEAD TEACHER'S REPORT

The Headteacher's took Governors through his report, which had been uploaded onto governor Hub prior to the meeting.

5.1 Context

The school roll (1 July 22) stood at 323 pupils in the Infant school and 328 in the Junior school; total of 651 pupils. Total mobility from January PLASC to 1 July stood at 17 pupils leaving, with 23 pupils joining the federated schools. Governors noted the low mobility rate. The Headteacher noted that the school didn't suffer from mobility. Noted that one of the concerns when the school expanded would be an increase in mobility; this had not transpired. Noted that the largest mobility was currently in Year 4 from families moving out of London.

ACTION School to provide mobility between PLASC to PLASC counts.

5.1.1 Attendance stood at 94.6% in the Infant school and 94.6% in the Junior school

5.2 Staffing update

The school is fully staffed for September. The decision to proactively recruitment for 4 class teachers attracted a strong field. Following a thorough recruitment process the school appointed 4 external candidates. The school will be recruiting an apprentice site care supervisor through the apprenticeship levy during the next recruitment window in January 2023.

5.2.1 Middle Leadership Restructure

Subject leaders are now having an impact on their area. All subjects have clearer intent and implementation, the impact can be seen within children's books as well as through pupil discussions. Subject leaders are identifying the next steps for further development. Liz Luka is continuing to provide support and guidance. The next steps will be to develop and embed system leadership so there is a balanced 'top-down/ bottom up' system with reporting to governors through TLC and link governors. Staff have embraced the changes.

5.2.2 **Q: Is there a gap for the lead in History?**

A: Currently a part-time staff member will be overseeing History. All the subjects will be covered; some areas may need adjusting. The MLT will be seen by the TLC, governors and SLT. Providing them with opportunities to develop and drive through change.

5.2.3 The Chair noted that the curriculum will have academic coherence with an enhanced MLT. Governors discussed how the SLT were interacting with MLT and class teachers. Noted that staff members could have more than one position i.e.: class teacher, subject lead and phase leader. Governors discussed how subject actions plans would flow up into the school

development plan and reported back onto TLC. Noted that link governor visit would check how the work of the subject leads was embedded.

5.2.4 The phase leader roles are a new way of working at the school. The development of the phase leader role within KS1 and lower KS2, requires further work. Noted that the postholders have needed to concentrate their core subject areas. The SLT will be prioritising the development of their phase leader role during the next academic year. Governors explored how the of phase leaders' impact would be reviewed. Noted that the action plan and the impact would be discussed at TLC and link governor visits would allow for triangulation of data.

5.2.5 **Q: How established is the vision of phase leaders, are staff clear about the difference between subject and phase leaders?**

A: Phase leaders will have an overview of the timetable and other adults working within their phase year groups. They will undertake performance appraisal, review quality and implementation of Teaching & Learning alongside the SLT, and have an overview of progress and attainment for their cohorts. They phase leaders will start communication with staff about what their role is and why they are doing it to provide clarity. They will have a subject lead area.

5.2.6 **Q: Will the phase leaders also have a pastoral role?**

A: Every phase leader will be a DSL. They will have an understanding of behaviour and SEND needs of their cohort.

5.2.7 **Q: Will they have to undertake the performance management of other staff? What training and support will they be provided?**

A: The phase leaders are at different stages of their development, some have already undertaken performance management, others may need shadowing opportunities and some internal training. The phase leaders will not be expected to undertake the performance management of teachers within their year group. The school continues to review the posts and talk to other schools regarding best practice.

5.2.8 **Q: How will the school support and develop management soft skills (feedback and questioning)?**

A: Staff appointed have many of those soft skills. Noted that SLT will ensure that the right staff are deployed within the right areas. The school will provide training to ensure the staff have confidence to undertake the necessary actions required within the position. Currently teachers have direct line management; currently a member of the SLT; however, once the roles have been developed, supervision would be their phase leader.

5.2.9 **Q: How is staff wellbeing?**

A: Helen Chrysafi-Bartrip has meet with over 90% of the staff team. The team are tired and are looking forward to the summer holiday. A report on the aspirations of the staff body will provided to governors during the autumn term. Noted that staff wellbeing is an agenda item on the weekly staff meeting.

ACTION Staff wellbeing to be an agenda item at the next Resource Committee meeting.

5.3 SDP update

The updated SDP had been uploaded onto governor Hub prior to the meeting for review. The MLT are updating their subject action plans before end of this term, which will inform the 22/23 SDP which will be received by Governors in September for approval.

ACTION Governors to scrutinise their areas of the SDP before ratification at the full GB in November.

5.4 Premises

The Headteacher informed governors that the following works had been undertaken:

- All new signage has been installed.
- Rolling program of repainting has continued.
- The Legionella annual risk assessment was completed in the Easter holidays.
- Drainage works along the Bounds Green perimeter fence were completed in the Easter holidays.
- Emergency lighting upgrade has been completed.
- Repairs to the Infant roof and the Junior roof has been completed.
- an audit of classroom furniture in preparation for the new Year 6 classroom has been completed.

5.4.1 An overview of the planned summer holiday works was shared with governors, including the approved additional security fence and gates by the main entrance.

5.5 An over view of curriculum enrichment visits and activities was provided to the GB.

5.6 School's response to the Ofsted Inspection Report.

The 'Response to Ofsted' report that went to the TLC, had been uploaded onto Governor Hub for review prior to the meeting. Noted that there were two areas for improvement:

- Ensuring targeted interventions for weaker readers are more precise and effective.
- Fully develop the curriculum for all years in a few subjects, with History & Music specifically mentioned.

Further comment on next steps to be part of the SDP for next academic year. Noted that an inspection of the Infant school was pending.

5.7 Summer Data and SATS update

The school had a SIP visit report. Jess King took Governors through the summer 2022 data folder on Governor hub and the different data sheets.

ACTION SIP report to be circulated to Governors once available.

5.7.1 EYFS. 67% of the cohort reached GLD. The area of learning that required further review was literacy. The school will be reviewing groups data. Noted that the cohort has 5 SEND children with very complex needs.

5.7.2 Phonics Screening Check. 79% of Year 1 reached the threshold. Those children that took the check in Year 2, 81% reached the threshold.

5.7.3 KS1. There were no amendments made to the KS1 teacher assessments following the external moderation. The outcomes were noted as:

	ARE	GD
Reading	54%	22%
Writing	33%	5%
Maths	63%	5%

5.7.4 **KS2.** The results exceeded the school's targets and attainment exceeded national in Reading and Maths. The school was slightly below national for writing and science. Noted that writing will be a focus for the school next year.

	National	ARE	GD
Reading	74%	75%	42%
Writing	69%	62%	12%
Maths	71%	85%	30%
GPS	72%	88%	7%
Science	79%	77%	
Combined	59%	58%	18%

5.7.5 Year 4 multiplication tables check. 23% of the cohort received full marks (25).

5.7.6 Governors reviewed and discussed the groups data on the 'summer 2022 data headlines' report. Governors noted that boys had out performed girls in Maths. Further noted that the widest group gaps have occurred in writing. Progress across the year was excellent and higher than 2019. The way reading had been taught and assessed in the classroom had been restructured alongside a school-wide reading intervention (Y2 – Y5); has had significant impact. The school targeted Y6 children for support from the volunteer reading helpers and in Year 1 the DSR programme. Progress in Maths was very strong across the school. Noted that further discussion on different group data would occur in TLC committee and Pupil Review Group.

ACTION Governors to undertake an in-depth scrutiny of end of year 2022 data at the next TLC meeting.

Governors provided their thanks to the school for the excellent work with the pupils and the final attainment and progress outcomes.

6. MINUTES OF SUBCOMMITTEES

6.1 Resources Committee

Noted that the Resources Committee scheduled for 23 June 2022 was postponed as it wasn't quorate.

6.2 Teaching & Learning Committee

Governors noted receipt of the minutes from the meeting held on 27 April 2022. The Committee considered the spring data drop, Ofsted and RIG.

ACTION School to circulate the minutes from 27 June, when available.

6.3 Improvement Group [RIG]

Governors are yet to receive the minutes from the meeting held on 26 June 2022. Noted that the final RIG meeting was scheduled for 18 July 2022. The process will conclude at the end of the school year. The GB provided thanks to the LA for the support provided during the process. The Chair noted that the RIG had been intensive and thanked all the school staff for their continued support during the process. Further noted that having another set of expert views reporting to the GB, provided a useful triangulation and confirmation of practice within the school and how this had changed over the course of 2 terms.

7. CHAIR'S ITEMS

7.1 No Chairs items were reported.

8. GOVERNORS' VISITS AND TRAINING (Standing item)

8.1 Governors' Visits.

The Chair noted the being mindful of staff capacity, the link governor visit schedule had been largely paused during the RIG process, and after the OFSTED inspection. Link governor visit would start again in the autumn term.

8.1.1 Chair had meet with Marcus Read and undertaken a Safeguarding visit and reviewed the Single Central Record.

8.1.2 Claire Wright had undertaken a SEND visit and discussed transition, data and spoke to children and staff. During the next visit Claire Wright would be looking to hold discussions with parents.

8.2 Governors' Training.

No governor training was reported.

9. SAFEGUARDING (Standing item)

9.1 Marcus Read informed the GB that Safeguarding training (Level 1) for Governors will be mandatory from September 2022. This year there has been more links with staff leading to discussions around wider curriculum subjects and how safeguarding is built into it, i.e., PSHE and e-safety.

9.2 My Concern has become a useful tool for monitoring cases. The paperwork for Year 6 has been uploaded and provided to recipient secondary schools

9.2.1 Q: Within my concern, are there some classes that have high reports/logs than others?

A: There could be a number of reasons for this. Perhaps a number of logs for a child. The school is confident that all teachers are using the system equally. If there is a monitoring update; then an update is uploaded on the chronological timeline.

9.2.2 Noted that referrals to Social Care had been turned down with support provided by Early Help; the threshold for Social Care had increased. Governors noted that it was important for the school to track cases, as it was beyond the scope of the school what outside agencies do with cases.

9.3 KCSIE 2022

Marcus Read provided a summary of the changes to KCSIE 2022; a report had been uploaded onto Governor Hub prior to the meeting. Noted that there was a change in the language used. The school will update all the relevant policies and the staff code of conduct to reflect the changes. Staff training on KCSIE will take place on Friday 21 October 9am-12pm.

ACTION Governors were invited to attend the KCSIE training on Friday 21 October 9am-12pm.

10. AOB/ DATE OF NEXT MEETING

10.1 The draft meeting schedule for 2022/23 was circulated at the meeting. The date for the autumn term committee and Full GB meetings were noted as:

- TLC: 29 September 2022
- Resources: 20 October 2022
- Full GB: 10 November 2022

ACTION Governors to review the timetable and inform the Chair and Headteacher if they were unable to attend any of the dates.

The Headteacher thanked all the staff and Governors, for their support during the school year.

The Chair thanked everyone for attending, Anne Keleghan,-Liz Luka Marcos Read and Jess King left the meeting. Part 1 of the meeting finished at 8pm.

Sign: Date:

Mark Chapman, Chair of Governors.