

Register of Attendance

Name	Position
Rachel Jones ('HT')	Headteacher <i>Appointed by virtue of office (Ex-Officio)</i> <i>Expiration of Term in Office: Not applicable</i>
Rev Alison Walton ('AW') Vice-Chair	Vicar-in-charge, All-Saints <i>Appointed by virtue of office (Ex-Officio)</i> <i>Expiration of Term in Office: Not applicable</i>
Stephanie Ajayi ('Chair')	Local Authority Governor <i>Chair of the Full Governing Body</i> <i>Expiration of Term in Office: 06-07-2022</i>
Simon Shimmens ('SS')	All Saints Parish Council: <i>Expiration of Term in Office: 26-01-2024</i>
Donna Williams ('DW')	All Souls Parish Council <i>Expiration of Term in Office: 09-04-2024</i>
Ruth White ('RW')	St John's Parish Council <i>Expiration of Term in Office: 13-07-2024</i>
Rev Peter Vannozi ('PV')	Appointee of the LDBS <i>Expiration of Term in Office: 24-02-2024</i>
Heidi Swidenbank ('HS')	Elected Parent Governor <i>Expiration of Term in Office: 29-11-2022</i>
Clair Couch ('CC')	Staff Governor <i>Expiration of Term in Office: 21-11-2022</i>
Matthew Koster-Marcon ('MKC')	Deanery Synod <i>Expiration of Term in Office: 14/10/2023</i>
Stuart Minster ('SM')	Appointee of the LDBS <i>Expiration of Term in Office: 15/11/2024</i>
Jane Francis ('JF')	Deanery Synod <i>Expiration of Term in Office: 5-09-2023</i>
ADVISERS	
Tara Rodrigues ('Clerk')	Clerk to the Full Governing Body
Marcia Reeves ('Clerk')	Clerk to the Committees of the FGB
APOLOGIES	
Lavinia Pashley-Wilkins ('LPW')	Co-opted Governor <i>Expiration of Term in Office: 26/02/2024</i>
Chris Dickson ('CD')	Elected Parent Governor <i>Expiration of Term in Office: 30-09-2023</i>

Part 1

Item	Item title		
	Welcome and introductions		
	The meeting, being quorate, was started by the Chair of the FGB at 19:01pm		
	Opening prayer	Chair	
	The Chair invited Rev PV to open the meeting in prayer.		
	Apologies received in advance of the meeting and the FGB's acceptance or rejection of any absences	Chair / Clerk	
	<p>The Clerk informed the FGB that apologies had been received from CD and LPW.</p> <p>The apologies were accepted and authorised.</p> <p>The FGB requested the Clerk to update the register of attendance.</p>		
	<i>Clerk to update the FGB register of attendance.</i>	<i>Clerk</i>	<i>ASAP</i>
	Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda	All	
	No conflicts of interest were declared by the FGB Governors, other than those already recorded within the Register of Business Interests.		
	Approval of the minutes from the previous FGB meeting held on Wednesday 7th October 2020.	All	

	<p>The minutes from the previous FGB meeting had been circulated prior to the meeting. The minutes were held to be a true and accurate record of the meeting.</p> <p>The minutes were signed and dated by the Chair.</p> <p>There were no further amendments.</p> <p>The signed minutes were passed to the HT for filing.</p>		
	<p><i>File the signed minutes from the previous FGB meeting.</i></p>	<p><i>HT</i></p>	<p><i>ASAP</i></p>
	<p>Review of the Actions List and any other matters arising from the minutes of the previous FGB Meeting</p>	<p>Chair</p>	
	<p>Governors reviewed the Actions list from the previous FGB meeting and any matters arising from those minutes not already on the agenda.</p> <p>All previous actions were completed except:</p> <ol style="list-style-type: none"> 1. <i>working progress towards integrating the FGB monitoring schedule with the schools' Quality Cycle</i> 2. <i>AW to send details of training completed to the Clerk</i> <p>The FGB confirmed that all actions arising from the previous meeting had been completed.</p>		
	<p>Approval of the committee meetings</p>	<p>All</p>	
	<p>Governors reviewed the minutes of the committee meetings on:</p> <ol style="list-style-type: none"> 1) Pay & Personnel committee on 18th November <p>The Committee Chair suggested that the board directly respond to the School Council regarding their school uniform proposal. The Chair agreed the board should aim to respond in the Spring Term. The Equality policies have been drafted and the Chair completed training on diversity and explained that addressing more issues on race and diversity would be a healthy sign that policies are working effectively. The board congratulated the HT for completing the staff appraisals for not only teaching staff but all</p>		

	<p>non teaching staff including caretakers. 18 draft policies were read by the Committee.</p> <p>2) Finance & Buildings committee on 19th November</p> <p>The Committee Vice Chair will visit with the Committee chair to check on the health and well being.</p> <p>3) Curriculum committee on 17th November</p> <p>The Chair debriefed the GB in the Committees Chairs' absence. The Chair confirmed that the marking policy and catch up programme were reviewed in depth and the target setting is still being reviewed.</p>	
	<p>Governance</p>	<p>All</p>
	<p><u>Board membership</u></p> <p>The Chair welcomed and introduced the new LDBS governor, SM to the board and briefly updated governors on the upcoming vacancy. The Chair informed governors that this would be DW's last meeting as she is taking up a new appointment. The replacement priest Joe Sellers, is likely to be in post by Easter. PV will act as the interim Chair of the F&B committee.</p> <p><u>Declaration of Interests</u></p> <p>Governors were reminded to complete the declaration of interests form and send them to the Clerk.</p> <p><u>Arbor logins</u></p> <p>The AHT has set up the logins for all governors. The HT updated governors that the dashboard will be customised to the school's needs as there is no template for this. The HT has agreed to finalise the dashboard with Arbor. A newly appointed governor asked what Arbor is. The HT explained that Arbor is the school MIS system and the Clerk shared the link to the list of acronyms on the google drive.</p>	

Governor Newsletter

The link inclusion governor is drafting the governor newsletter which is due to be published on 14th December. Governors were reminded of the copy deadline on Friday 11th.

Link Governor Roles

Governors **discussed** how they could perform their link roles effectively with COVID restrictions in place. The Chair **asked** whether the link monitoring visits could be done remotely, which may reduce staff workload. The HT **agreed** this is feasible and needs to be in conjunction with the Quality Cycle. The Chair **asked** how the staff workload is being managed. The HT **explained** that a staff survey including workload questions will be sent to all staff next week. The survey is anonymous but will report on the job type, not individual roles in order to analyse any pressure points. The HT and Chair will liaise to make sure the school Quality Cycle will coincide with the monitoring link visits. The Chair **asked** all governors to arrange remote link monitoring visits. It was **highlighted** that the safeguarding link role was a key role given the changes due to COVID, requiring regular monitoring of risk assessments etc. The safeguarding link governor sent a list of questions in advance of the meeting scheduled with the HT next week. The Chair **completed** LDBS Safer Recruitment Training on 1st December 2020 and will send the template for the safeguarding audit to HT for comparison with the current audit document.

The Key for School Governors membership

The school subscribed to annual membership with the Key for Governors.

Code of Conduct

The Code of Conduct was amended to add clarity on the conduct of the parent governors who raised queries on how to address potential conflict of interests in certain contexts at the last FGB meeting.

Governors DBS checks

Governors were reminded to provide the school office with relevant documents to complete their DBS checks as soon as possible.

	<p><i>Governors to complete Declaration of Interest forms and return to Clerk</i></p> <p><i>Governors to schedule remote monitoring visits for link roles</i></p> <p><i>Chair to send the LDBS template for the safeguarding audit to HT</i></p> <p><i>Governors to drop DBS documents to the school office</i></p>	<p><i>MK, CC, JF, LP</i></p> <p><i>All</i></p> <p><i>Chair</i></p> <p><i>All</i></p>	<p><i>Asap</i></p> <p><i>ASAP</i></p> <p><i>ASAP</i></p> <p><i>ASAP</i></p>
	<p>Headteacher's Report</p>	<p>HT</p>	
	<p>The HT submitted a written report to the FGB in advance of the meeting. The governors raised the following challenges in discussions:</p> <p><u>School Self Evaluation</u></p> <p>The school has updated the SEF using the template from the Key for School Leaders. The SEF was compiled by several staff members with detailed rationale about why the school deem itself to be outstanding. The HT asked the link governors to send questions to feed into the next SEF so that the school can respond.</p> <p><u>School Improvement Plan (2020-21)</u></p> <p>The HT shared the finalised one year plan as agreed at the FGB Strategy Meeting in September. The HT shared the summary document which was extracted from a much larger worksheet. The HT highlighted that 28% of pupils speak English as a foreign language, which is in line with the school's target. It was noted that the school demographics have changed considerably over the past 5 years. The school has observed the stage learners for EAL have a big impact on the pupils' learning. The staff are undertaking training and the school is embarking on quite specific work in this area. The nursery pupils are early stage learners as they are learning english for the first time. The school data shows that the EAL impacts on pupil progress. The school always encourages fluency in a pupils' home language as it is more beneficial for the child to be secure in at least one language. JF agreed to contact the HT to design metrics / KPIs around SIP to track progress.</p>		

Attendance

The HT **reported** that overall attendance for the Autumn Term has been extremely good, exceeding 97%. Attendance is monitored on a weekly basis.

Catch Up Programme

The catch up programme is running well. The school were apprehensive about the National Tutoring Programme initially but now that it is up and running, are considering the [FFT Lightning Squad](#) programme for Y3-4 and academic mentoring for Y5-6 provided through Teach First. This is heavily subsidised and the school would only pay 25% (£2,200) of the total subscription cost which is £8,800. A governor **asked** what would be provided for that cost. The HT **explained** it is a 6 week programme of 30 minute tuition for 40 children on a daily basis and includes training for TA's on supporting the pupils thereafter. The majority of the 40 pupils will be from year 3 and the academic mentoring programme will be aimed at Year 5 pupils. A governor **asked** whether the training would be specifically for the TA's in Year 3. The HT **detailed** that the training will not be limited to Year 3 TA's and will include the Inclusion team to ensure children can access the support across all year groups. A governor **asked** how the school is managing mobility for families taking pupils out to homeschool. The HT **confirmed** that no families have taken pupils out to homeschool but 4 families moved over the summer.

Young Leaders Award

The HT **updated** the GB that the school will introduce the Young Leaders Award for Year 4 and 5. The aim is to strengthen work on character development in Years 4 and 5 and are very interested in the [Archbishop of York's Young Leaders' Award](#). SLT is currently considering this.

Black History Month

The HT reported that two staff members put together a [montage video](#) of children's work and activities about BHM, which was shared during the morning Worship. The facilitator who led the workshop with year 4,5 and 6 commented to the HT, how impressed he was with our children's level of respect and understanding of equality issues. The Chair

	<p>commended the school for the montage celebrating black history and the HT’s welcome tour.</p> <p><u>Behaviour</u></p> <p>The HT reported that behaviour continues to be excellent. The school has added a new section on behaviour to the data report. This indicates more serious incidents where the school has spoken to parents. A new row has been included to show if whether there have been any racist, homophobic or other incidents relate to protected characteristics. The local authority no longer records racist incidents but the HT highlighted the importance of governor awareness.</p> <p>Governors asked for the school to express thanks on their behalf to the Year 6 Gardening Club for their hard work on the school grounds.</p>	
	<p><i>JF to get in touch with HT to design metrics / KPIs around SIP to track progress.</i></p> <p><i>Link governors to send questions about SEF to HT</i></p>	<p><i>JF</i></p> <p><i>All</i></p>
	<p>Finance</p>	<p>HT</p>
	<p>The LA have removed £10K from the schools allocated funds as a de-delegated item for the oversight of SEND funds. The school is making a note of this and will adjust the budget accordingly next year.</p> <p>The HT explained that the budget is under control and the school is rigorously monitoring spending. As a result the school has made major inroads into recovering the deficit. The arrangement with LB Hounslow is for two years so there is no requirement to clear the deficit fully this year. However the school forecast indicates that it may improve the original budget.</p>	
	<p>Premises/Health & Safety</p>	<p>HT</p>

	<p>The Buildings Committee reviewed the Annual Condition Report in depth which highlighted the main areas of work required are:</p> <ol style="list-style-type: none"> 1. The screen (wall) to the Y6 classrooms and offices / library below 2. Outside learning environment in EYFS including canopies 3. Repairing the bumpy paths and the potholed drive, which are unsightly and increasingly hazardous 4. New LED lighting as the light quality is poor in corridors and some rooms <p>The HT updated the board that research and discussion is underway to resolve the first two. However the path repairs are not very likely to be completed unless the school is successful in securing additional funds for this. The school has asked a consultant working with the school, to investigate whether the school can obtain a grant for new lighting in the corridor.</p> <p>The HT explained that there is also major work needed on the trees as many are unsafe and need lopping, crowning and felling. The one that has caused major drains damage at the front of school will have to be felled. The school received quotes from three companies, and will proceed with the work in December. It will take place on weekends for safety reasons.</p> <p>The school has appointed a grounds maintenance company to do regular visits for maintaining shrubs and trees.</p>		
	<table border="1" style="width: 100%;"> <tr> <td data-bbox="268 1361 1078 1464">Policy Review</td> <td data-bbox="1078 1361 1481 1464">All</td> </tr> </table>	Policy Review	All
Policy Review	All		
	<p>The GB and HT thanked the Clerk of the Committees and the office administrator who drafted and edited over 18 policies.</p> <p>The FGB reviewed and agreed to adopt the following policies:</p>		

- a) The [SEND policy](#) (Governors' read and approved [SENCO's Review](#))
- b) [Accessibility Plan](#)
- c) [GDPR Policies](#)
- d) [Curriculum Policy](#)
- e) [Marking Policy](#)
- f) [Update to Behaviour and Rewards Policy](#) - The amendment to Appendix 4 Anti-Bullying Policy was approved
- g) [Equality Policy](#)
- h) [ICT and Acceptable Use Policy](#)
- i) [Images Policy with Annex A & B](#)
- j) [Intimate Care Policy](#)
- k) [Parental Complaints Policy](#)

A governor **asked** whether the school wishes to take a 3 stage approach rather than 2 stage. The DFE model policy now allows for the school to add another stage rather than asking for an independent panel of governors after the stage 1. The HT **confirmed** that the school has adopted the LDBS policy so that they can approach them for support. The school could choose to follow the LDBS or the DFE model policies as there is not much difference between them. The school try to proactively deal with concerns before they escalate into complaints. The HT explained that an example occurred this week and an email was pro-actively sent to parents about the poor food quality.

The board **agreed** on the working party for the catering contract review. SM has already put together some proposals for the catering contact. SS and JF, PV, SS and CC **agreed** to form the catering working party.

	<p>A governor asked whether the Arbor data dashboard shows the number of parental complaints. The HT explained that a complaint would need to be escalated to the HT level in order to be manually logged on Arbor. Governors agreed the P&P committee should review parameters of parental complaints being recorded on Arbor.</p>		
	<i>P&P to review the parameters of Arbor monitoring complaints</i>	<i>P&P Committee</i>	<i>Next meeting</i>
	Monitoring visit reports & Training	All	
	<p><u>Monitoring Visits</u></p> <p>Governors reviewed the following monitoring school visit reports:</p> <ul style="list-style-type: none"> a) The H+S visit report from 27/11/2020 b) PV will submit a report of visit (walk around) completed with SM <p><u>Governor Training</u></p> <p>Governors updated the board on the following Training courses completed:</p> <ul style="list-style-type: none"> i) SA - BAMEed Training Course - Courageous conversations around Race - 23.11.20 - over 100 people in attendance to support young people removing barriers surrounding race ii) SA - Safer Recruitment Training - hosted by Michele Robbins - 1.12.2020 - 9 - 3.30pm. iii) PV agreed to book onto the next Safer Recruitment Training. 		
	<i>PV to book the next available Safer Recruitment Training</i>	<i>PV</i>	<i>ASAP</i>
	Date of the next meeting	For information	

	The next Full Governing Board of The Blue School will take place Virtually via Google Meet at 7pm on Wednesday 24th February 2021 .
	The meeting moved to Part 2

Approval of the minutes by the Chair of the FGB

I, Chair of the Full Governing Body of the Blue School, approve these minutes as an accurate representation of the Full Governing Body meeting (Part 1), which took place on **Wednesday 2nd December 2020** at 7pm by Virtual Attendance using Google Meet.

Signed: _____

Date: _____

Stephanie Ajayi

Chair of the Full Governing Body

The Blue School