



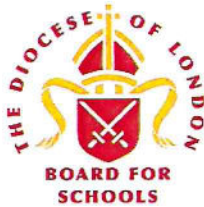
Meeting of the Full Governing Body
The Blue School

Venue: The School, North Street, Isleworth, Middlesex, TW7 6RQ

Date and Time: 10 July 2019, 7pm

Register of Attendance

MEMBERSHIP		ATTENDANCE
Rachel Jones ('HT')	Headteacher <i>Appointed by virtue of office (Ex-Officio)</i> <i>Expiration of Term in Office: Not applicable</i>	Present
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>	Apologies
Simon Davey ('CC1') Co-Chair	Elected Parent Governor <i>CoChair of the Full Governing Body</i> <i>Expiration of Term in Office: 01-10-2019</i>	Present
Stephanie Ajayi ('CC2') Co-Chair	Local Authority Governor <i>CoChair of the Full Governing Body</i> <i>Expiration of Term in Office: 06-07-2022</i>	Present
Mark Hinton-Stewart ('MHS')	All Saints Parish Council <i>Expiration of Term in Office: 23-09-2019</i>	Present
Rev Richard Frank ('RRF')	All Souls Parish Council <i>Expiration of Term in Office: 14-07-2019</i>	Present
Lavinia Pashley-Wilkins ('LPW')	St John's Parish Council <i>Expiration of Term in Office: 17-09-2022</i>	Present
Paul Camus ('PC')	Appointee of the LDBS <i>Expiration of Term in Office: 01-06-2021</i>	Present
Heidi Swidenbank ('HS')	Elected Parent Governor <i>Expiration of Term in Office: 29-11-2022</i>	Apologies
Clair Couch ('CC')	Staff Governor <i>Expiration of Term in Office: 21-11-2022</i>	Present
Michael Pears ('MP')	Co-opted Governor <i>Expiration of Term in Office:</i>	Present
Roger Ferris ('RF')	Co-opted Governor <i>Expiration of Term in Office:</i>	Present
Vacancy	Appointee of the LDBS <i>Expiration of Term in Office:</i>	
Vacancy	Appointee of the LDBS <i>Expiration of Term in Office:</i>	
Vacancy	Deanery Synod <i>Expiration of Term in Office:</i>	
IN ATTENDANCE		
Bree Oliver-Moss ('Clerk')	Clerk to the Full Governing Body	Apologies



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Meeting commenced at 7.10pm

Part 1 – Public minutes

Item		Delegate	Deadline
0052/18-19	Welcome and introductions	Co-Chairs	
0052	The meeting, being quorate, was started by Co-Chair2 of the Full Governing Body (FGB) at 7.10pm.		
0053	Opening prayer	Co-Chair to nominate	
53.1	The CC2 invited RRF to open the meeting in prayer.		
0054	Apologies received in advance of the meeting and the Full Governing Body's acceptance or rejection of any absences	Chair / Clerk	
54.1	The CC2 informed the FGB that apologies had been received from AW and HS.		
54.2	All Apologies were accepted		
54.3	The FGB requested the Clerk to update the Register of Attendance.		
54.3a	<i>Update the FGB Register of attendance.</i>	<i>Clerk</i>	<i>ASAP</i>
0055	Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda	All LAC Governors	
55.1	No declarations of interest were made by Governors present.		
55.1a	<i>Completion of Declaration of Interest forms for those Governors requiring renewed information.</i>	<i>All</i>	<i>ASAP</i>
0056	Approval of the minutes from the previous FGB Meeting of 15 May 2019	CC2/All	
56.1	The minutes from the previous FGB meeting of 15 May 2019 had been reviewed by the members of the FGB prior to the meeting. The minutes were held to be a true and accurate record of the meeting.		
56.2	The minutes were signed and dated 15.05.19 by CC2 and passed to the HT for filing.		
0057	Review of the Actions List and any other	Co-Chairs/ALL	



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	matters arising from the Actions not on the Agenda for Today's Meeting	
57.1	CC2 declared that no further actions were reviewed.	
0058	Safeguarding – Part 1	HT
58.1	The HT confirmed that there were no Part 1 Safeguarding items to table.	
0059	Governance	Co-Chairs & HT
59.1	<u>Committee Membership Changes</u>	
59.1.1	CC2 proposed a motion to co-op CC to the Curriculum Committee, with LP as Chair.	
59.1.2	Governors agreed unanimously and the motion was carried.	
59.2	<u>New Governor</u>	
59.2.1	RFF proposed the appointment of a New Deanery Foundation Governor, Mrs Jane Francis. Mrs Francis is a parishioner at All Soul's and has three children who attend the School.	
59.2.2	RFF recommended Ms Francis as a suitable and strong candidate to join the FGB of the School, but noted that as a single parent Committee membership may prove difficult.	
59.2.3	In response to a query from the HT regarding Ms Francis' ability to deliver governance via school visits, and other non-committee Governance tasks, RFF confirmed that this would likely be the case.	
59.2.4	Governors unanimously agreed to invite Mrs Jane Francis to be a Deanery Foundation Governor with a term of 4 September 2019 to 5 September 2023. RFF and CC1 and CC2 will write to her to confirm appointment and Term of Office.	
59.2.5	RFF informed that the All Soul's Council will review whether they wish RFF to continue as Deanery Foundation Governor, with formal decision on 16 July 2019.	
59.2.6	RFF noted that there are two FGB Governors with Terms of Office which expire before the end of the year.	

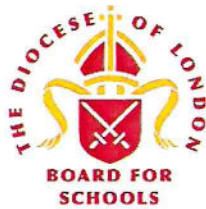


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59.3	<u>FGB Yearly Planner</u>
59.3.1	CC2 informed that the FGB Yearly Planner will be in place for commencement in the new academic year.
59.3.2	The HT requested a meeting with both CC1 and CC2, as well as AW, to review Yearly Planner.
59.4	<u>Review School Improvement Plan Progress</u>
59.4.1	The HT confirmed that the Senior Leadership Team had reviewed the SIP on 27 June 2019.
59.4.2	The HT explained that having the Curriculum Committee review key areas of the SIP with the SLT and Governors in a practical way has been a very effective process in School
59.5	<u>FGB dates for 2019/20 – 7pm starts</u>
59.5.1	2 October 2019 was set for the first FGB for the new academic year and will focus on covering main business items for the year, ahead of the Governor's Strategy Day.
59.5.2	Governors agreed that CC1, CC2 and HT to meet and set dates for remaining FGB meetings.
59.5.3	The FGB Strategy Day will be convened on 4 October 2019, 9-12pm. The HT queried whether the FGB agreed that the SLT be invited, and Governors agreed unanimously.
59.6	<u>Ofsted Inspection Framework and Quality Cycle</u>
59.6.1	The HT informed that the Quality Cycle the School has implemented will impact positively Ofsted Inspection Framework, which focuses on curriculum. The existing School Improvement Plan and 3-Year Strategy combine to deliver a picture of a rich curriculum as part of School life.
59.6.2	The HT reported that the SLT need to deliver an information session with Governors to review the updated Inspection Framework.

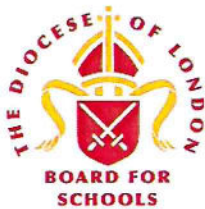


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59.6.3		
59.6.4		he
59.7		
59.7.1		nk
59.7.2		ed
59.7.3		
59.7.4		
	<p>Link Role</p> <p>Safeguarding</p> <p>Worship, SIAM, RE</p> <p>Early Years</p> <p>Key Stage 2 – RFF</p> <p>SEND</p> <p>Music, Arts, PE, Extended Curriculum</p> <p>Key Stage 1</p> <p>LDBS Extended Relationships</p> <p>Physical Environment/Health & Safety</p>	<p>Governor</p> <p>HS, LPW</p> <p>AW</p> <p>CC</p> <p>RFF</p> <p>CC</p> <p>MHS, PC</p> <p>Potentially JF (new Deanery Foundation Governor)</p> <p>RFF</p> <p>Vacancy (functions in interim covered by Finance & Buildings Committee)</p>
59.7.5		
59.7.6	Governors agreed with the above proposed Link Roles.	
	The HT proposed the FGB use the Key Compliance Tracker as a tool to ensure	



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59.7.7			
59.7.8			
59.7.9			
59.7.10			
	Panels Staff Dismissal Dismissal Appeals Performance Management Appeals Pupil Discipline Leadership Appraisal	Membership RFF, CC1 AW, CC2 CC2, RFF TBC CC2, RFF	Committees
59.8	The HT proposed approaching a local school to agree a 'swap' of available Governors on membership panels as required. Governors agreed unanimously.		
59.9	<u>Keeping Children Safe in Education – declarations</u> The Clerk requested that any Governors who have not yet read and declared they have read KCSIE on GovernorHub are to do so as a matter of urgency. MP withdrew from the meeting, and will no longer attend as Governor, having served his term of office.		
59.1.1a	For the records to show that LPW will be Chair of the Curriculum Committee, with CC as a new co-opted member of the Curriculum Committee	HT/CC1 /CC2	ASAP



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59.2.4a	To confirm appointment of Mrs Jane Francis to the FGB as Deanery Foundation Governor, in writing.	RRF/C C1/CC2	ASAP
59.3.2a	To author and complete a Yearly Planner for FGB meetings 2019/20	CC1/C C2/HT/ AW	Sept 2019
59.5.3a	To invite SLT members to Governor Strategy Day on 4 October 2019	HT	ASAP
59.6.2a	To deliver an information session regarding new Ofsted Framework to Governors at the Strategy Day	SLT	2 October 2019
0060	Finance		
	<u>Budget for Academic Year 2019/20</u>		
60.1	The HT reviewed the draft Budget with Governors, and the carry forward for 2019/20 is showing as £28,741.		
60.2	The HT confirmed the Budget had been reviewed by the Finance Committee but would be subject to further approval at the Finance committee meeting in Autumn		
60.3	Further investment in curriculum and premises will be a particular focus for the next year.		
60.4	In response to a query from CC2 regarding whether the carryforward can be held by the School in the next academic year, the HT confirmed that any amount over 8% of the total School budget has to be reported to the Local Authority. In general, the HT stated that schools should hold contingency funds, but not considerable reserves.		
60.5	In response to a query from RF regarding whether MP would be present at the next Finance Committee meeting, MP explained that he will resign membership of the Committee at the end of term, as his Governorship ends. A new Chair and further Committee membership will be identified.		
60.6	The HT reviewed headline Budget information with Governors, with Staffing being an increased spend influenced by pension contributions. A		

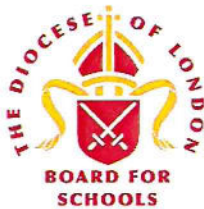


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60.7	grant of approximately £55,000 will be received to offset this spend.
60.8	In response to a query from MP regarding the pension grant coming through year on year beyond 2019/20, the HT explained that Schools have not yet been given further information in this respect.
60.9	Agency costs will be kept down as far as possible. The School will introduce a 'Finders Fee' for staff who successfully introduce new, high quality staff to the School, and who remain in post for a year.
60.10	Building Repairs Budget line will need to be increased, as will Fixtures and Fittings.
60.11	The HT explained that ideally £100,000 would be spent on curriculum, including a new reading scheme for English, as well as training for staff in teaching maths.
60.12	The School Improvement services spend was increased for 2019/20 as the LDBS School Improvement service has proven superior to that provided by the Local Authority.
60.13	In relation to a query from CC2 regards School Meals (Chartwells) payback, the HT explained that there is a contract to be renegotiated and the figure will be adjusted accordingly.
60.14	The HT explained that the Nursery and SEN budgets had been split out of the main budget so that she and the FGB are able to evaluate the real costs of those areas of provision.
60.15	The higher number of EHCP children in school will impact on the Formula Funding for high needs children.
60.16	The HT commented that the Trustee Grant spend needs to be identified, however the monies are allocated and allowed for in the Budget.
60.17	Governors agreed unanimously to authorise the School Budget in its current form, and delegated responsibility for the final sign-off to the Finance Committee. The Finance Committee decision will be tabled and minuted at the October Full Governing Board Meeting.



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	The Budget for 2019/20 was agreed by Governors.	
0061	Committee Updates	All members
61.1	<u>Finance</u>	
61.1.1	CC1 informed that a decision to appoint Gaia for ongoing IT support had been made and tabled by the Finance Committee.	
61.1.2	Nursery and SEND cost centres have been split out for clarity.	
61.1.3	Recruitment – the school will adopt a Finders Fee for any existing staff who successfully bring in new members of staff.	
61.1.4	The HT informed that the Summer works scope has always included refurbishment of Early Years and to fix the problematic toilets. Quotes for work have come in higher than expected. The HT proposed that the scope of works no longer include replacement of the windows along the long, original wall.	
61.1.5	Governors agreed unanimously to undertake works to Early Years and the toilets, and replacement of windows to go to the top of the priority list for next Summer.	
61.2	<u>People</u>	
61.2.1	The HT reviewed the new Support Staff structure for 2019/20 with Governors.	
61.2.2	CC congratulated the HT for how the review and staffing structure changes were dealt with. These congratulations were seconded by the Governors present.	
61.2.3		
61.2.4	The HT thanked the oversight committee members for their support and challenge.	
61.2.5	The HT informed that the next stage is to put in place training for affected people in the Autumn, to support career and professional development.	
61.3	The Staff and Parent Surveys for next year will likely be sent out in the Spring term.	
61.3.1		
61.3.2	<u>Curriculum</u>	
	LPW informed a Curriculum Learning Walk was completed on 27 June 2019.	

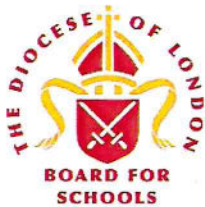


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61.3.3	The Committee looked at work in Year 4 and 5, including writing, maths, cross-curricular evidence, stay and play in Early Years.		
61.3.4	Home visits are now conducted for all Reception children.		
61.3.5	Multi-purpose use and the ongoing development of Art room and links to outdoor space was reviewed as part of the Learning Walk.		
61.3.6	The Curriculum Committee will review clubs provision as a priority to support children's learning and socialisation.		
61.3.7	One Year 2 class going into Year 3 will remain at 30 children, due to the needs related to the numbers of SEN children in that particular class.		
61.3.8	There is a new School Reports format in place and is currently rolled out for Key Stage 1 and Key Stage 2.		
61.3.9	Review of Learning Journeys to look to improvements will be undertaken, and curriculum planning will be added to the Autumn term FGB.		
61.3.10	In response to a query from CC1 regarding the SEN support needs in the school compared to other schools, the HT confirmed that they are relatively high, with increasing numbers of children with EHCP Plans (8 children in School) and improved identification of children with high need and requiring specialist interventions (33 children).		
61.4	The Governors requested that the HT pass on their thanks to the Assistant Headteacher for Inclusion and Wellbeing for his work supporting children with additional needs.		
61.4.1	<u>Admissions</u> LPW reported a query that had been raised by email to the Admissions Committee regarding a mission family who were not in a position to deliver 2 years of references. The Admissions Committee agreed a reference from the Mission would suffice.		
61.3.8a	<i>Add Curriculum Planning to Autumn FGB Agenda</i>	Clerk	Oct 19
0062	Headteacher's Report - Written	HT	
62.1	All Governors were in receipt of the Headteacher's Report prior to the FGB and did not raise any queries or challenges. MHS advised that he		

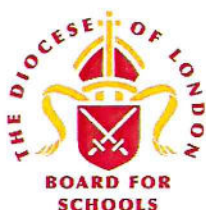


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	had not been in receipt of the formal notice email sent to Governors, nor any email attachments. The Clerk confirmed MHS was on the email list and this will be looked into further.		
62.2			
62.2.1	<u>Pupil Attainment and Progress/SATs</u>		
62.2.2	The HT shared SAT results and anlysis with Governors, who reviewed in detail.		
62.2.3	There is improved overall performance at Greater Depth, in maths and writing, however Expected levels were lower than anticipated. Several papers have been resubmitted for re-marking.		
0063	New Ofsted Framework Update	HT	
63.1	The New Ofsted Framework will be covered at the Governor Strategy Day on 4 October 2019.		
63.1.a	<i>To plan information session regarding new Ofsted Framework for Governors</i>	<i>HT/SLT</i>	<i>Oct 2</i>
0064	Policies	ALL	
64.1	All policies were circulated to Governors prior to the FGB, for attention and review.		
64.2	Governors reported they were not in a position to read policies prior to the FGB and all nominated policies will instead be tabled for adoption at the October 2019 FGB.		
64.3	The HT requested Governors ensure they have read all documents provided prior to the commencement of the FGB, as is required.		
64.4	<u>Policy Adoption Schedule</u> The HT confirmed that the Summer meeting with CC1 and CC2 will cover this piece of work.		
64.4a	<i>Authoring of Policy Adoption Schedule</i>	<i>HT/CC1/CC2</i>	<i>Sept 2019</i>
0065	Forms for and Feedback from Governor Visits and Training	ALL	
65.1	LPW informed she completed New Ofsted Framework Training for Governors and SEND Training, provided by Hounslow.		



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0066	Any Other Business	
66.1	No other business was raised by Governors present.	
0067	Agenda Items for Next FGB Meeting – 2 October 2019 at 7pm	
67.1	Standing items as required.	
	<ol style="list-style-type: none"> 1. KCSIE, Governors Code of Conduct, Declarations of Interest Forms (inc sendout of links to forms and documents) 2. Curriculum support 3. Adoption of Policies (from July FGB + any new) 4. Finance Committee – Budget 2019/20 – update (if any) 	
67.2	For October 2019 FGB Agenda:-	
	<ol style="list-style-type: none"> 1. Nursery provision 	
0068	Date of Next Meeting	
68.1	The next Full Governing Board of The Blue School will meet:	
	<p>7pm Wednesday 2 October 2019 At School</p>	

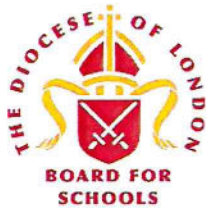
Part 1 of the meeting finished at 8:40pm

Approval of the minutes by the Chair of the Local Academy Committee

I, Co-Chair of the Full Governing Body of the Blue School, approve these minutes as an accurate representation of the Full Governing Body meeting, which took place on **10 July 2019** at the School, North Street, Isleworth, Middlesex, TW7 6RQ at 7pm

Signed: _____

Date: 2-10-19



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Simon Davey/Stephanie Ajayi (delete as appropriate)

Chair of the Full Governing Body

The Blue School