

## Register of Attendance - Part 1

Name	Position
Rachel Jones ('HT')	Headteacher <i>Appointed by virtue of office (Ex-Officio)</i> <i>Expiration of Term in Office: Not applicable</i>
Vacant	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: 06-07-2026</i>
Jane Francis ('JF')	Deanery Synod <i>Expiration of Term in Office: 5-09-2023</i>
Lindsay Nolan (LN)	All Souls Parish Council <i>Expiration of Term in Office: 31-05-2026</i>
Ruth White ('RW')	St John's Parish Council <i>Expiration of Term in Office: 13-07-2024</i>
Clair Couch ('CC')	Staff Governor <i>Expiration of Term in Office: 21-11-2026</i>
Stuart Minster ('SM')	Appointee of the LDBS <i>Expiration of Term in Office: 15/11/2024</i>
<b>PRESENT VIA GOOGLE MEET</b>	
Heidi Swidenbank ('HS')	Elected Parent Governor <i>Expiration of Term in Office: 29-11-2022</i>
Lavinia Pashley-Wilkins ('LPW')	Co-opted Governor <i>Expiration of Term in Office: 26/02/2024</i>
Gayle Farrell (GF)	Deanery Synod <i>Expiration of Term in Office: 28-07-2025</i>
<b>APOLOGIES</b>	
Rev Peter Vannozzi ('PV') Vice-Chair	Appointee of the LDBS <i>Expiration of Term in Office: 24-02-2024</i>
Chris Dickson ('CD')	Elected Parent Governor <i>Expiration of Term in Office: 30-09-2023</i>
Simon Shimmens ('SS')	All Saints Parish Council <i>Expiration of Term in Office: 26-01-2024</i>
<b>ADVISOR</b>	
Steve Laffey ('Clerk')	Clerk to the Full Governing Body

**The meeting started at 7.05pm**

**Note: Minute item numbers follow the protocol that each academic year starts with 001 with parts 1 and 2 being consecutive.**

Item	Item title		
<b>01</b>	<b>Opening prayer</b>		
01.1	The Chair invited the HT to open the meeting in prayer.		
<b>02</b>	<b>Welcome and introductions</b>	<b>Chair</b>	
02.1	The Chair welcomed all to the first meeting of the academic year. The meeting, being quorate, was started by the Chair of the FGB at 7:05pm. The Chair mentioned that this was the last FGB for JF who had tendered her resignation for personal reasons.		
<b>03</b>	<b>Apologies received in advance of the meeting and the FGB's acceptance or rejection of any absences</b>	<b>Chair / Clerk</b>	
03.1	The FGB was informed that apologies had been received from PV, SS and CD. The apologies were accepted and authorised. No other apologies were received.		
03.2	The FGB requested the Clerk to update the register of attendance.		
03.2a	<i>Clerk to update the FGB register of attendance.</i>	<i>Clerk</i>	<i>ASAP</i>
<b>04</b>	<b>Election of Chair, Vice-Chair and Committee Chairs</b>		
04.1	The following positions were unanimously approved by the FGB: <ul style="list-style-type: none"> <li>1. FGB: SA Chair, PV Vice-Chair</li> <li>2. Curriculum Committee: LPW Chair, LN Vice-Chair</li> <li>3. Finance &amp; Buildings: PV Chair, the Chair stated that she would approach SS to take on the role of Vice-Chair.</li> <li>4. Pay &amp; Personnel Committee: RW Chair (with SA shadowing), LN Vice-Chair</li> </ul>		

Item	Item title		
04.2	The HT updated the <a href="#">Governors' Responsibilities</a> document as the meeting progressed.		
<b>05</b>	<b>Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda</b>	<b>All</b>	
05.1	No conflicts of interest were declared by the FGB Governors, other than those already recorded within the Register of Business Interests. The new governors were reminded to fill in the register which the Clerk had forwarded to them.		
<b>06</b>	<b>Declaration of any other business not included on the agenda</b>	<b>All</b>	
06.1	The Chair asked if any Governors had any other items to be covered under AOB of the agenda. There were no items declared.		
<b>07</b>	<b>Approval of the minutes from the previous FGB meeting held on <a href="#">15th June 2022</a>, the actions and any matters arising</b>	<b>All</b>	
07.1	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. There were no matters arising from those minutes which were not already on the agenda and the minutes were unanimously approved by the FGB.		
07.2	The minutes would be <b>signed and dated</b> by the Chair and passed to the HT for filing.		
07.2a	<i>File the signed minutes from the previous FGB meeting.</i>	<i>HT</i>	<i>ASAP</i>
<b>08</b>	<b>Approval of the committee meeting minutes</b>	<b>All</b>	
08.1	<p>The minutes from the recent round of the committee meetings had been placed in the FGB drive prior to the meeting. There were no further issues raised and all the committee minutes were unanimously approved by the FGB.</p> <p><b>Approval of the minutes from the previous meetings:</b></p> <p>1) Pay &amp; Personnel Committee <a href="#">28th September 2022</a></p>		

Item	Item title		
	2) Finance & Buildings Committee <a href="#">29th September 2022</a> 3) Curriculum committee <a href="#">27th September 2022</a>		
<b>09</b>	<b>Chair's Items</b>	<b>All</b>	
09.1	<p><u>Feedback from strategy day</u>            The Chair stated that the <a href="#">Minutes</a> from the meeting had been placed on Google drive prior to the meeting and asked if there were any comments on these; there were none. The Chair gave a summary of the activities covered during the strategy day.</p> <p>09.2 The school development plan (SDP) had been discussed and the overall strategy for the school discussed in the context of the school's 4 pillars or themes (Wisdom, Hope, Community and Dignity), vision statement and SLT structure. The Chair stressed that it was important to make sure that the school evaluation form (SEF) produced the right outcomes for the children with the FGB role being to support the SLT in achieving those outcomes. She added that it was useful to hear the SLT's opinion of the school and it would be good if the DHTs attended the FGB meetings.</p> <p>09.3 <b>A governor commented</b> that a good strategic vision must have achievable objectives and since the school does well this would appear to be the case.</p> <p>09.4 The Chair mentioned the government white paper on academisation and commented that with other government issues this may not be a priority at the moment. The HT stated that there was a meeting on 9th November 2022 led by the director of education and regional director of education for the National Church to which all HTs and Chairs of LDBS schools had been invited to discuss this further. She added that the LDBS has a plan to academise within 5 areas based on the archdeanaries which would work in the Diocese of London. The LDBS may pursue this to make schools more robust and viable.</p> <p>09.5 <u>FGB Self-Evaluation</u>            The Chair stated that from the perspective of continual improvement, FGB Self evaluation was good practice and requested that the governors complete and return the <a href="#">Health Check Form</a> from Governor Hub by half-term to the Clerk.</p> <p>09.6 <u>HT's Succession Planning</u>            The Chair stated that the HT was planning to retire, possibly at the end of the 2023/2024 academic year. It was therefore prudent to start the recruitment process soon including appointing the recruitment panel from the FGB. The HT stated that the panel may wish to involve the LDBS HR department and the LBH HR department especially as a representative from LBH would need to be involved in the process. After a short discussion the recruitment panel was finalised as: the Chair, LPW, LN, GF, SM and PV. The Chair will initiate the panel's activities.</p>		

Item	Item title		
09.7	<p><u>Governor Responsibilities</u>            The <b>Chair commented</b> that the governors had had time to consider their roles and asked if any governors wished to change their roles. CC stated that she could not continue as the link governor for EYFS since she was now teaching that year. She would continue with SEND and inclusion responsibilities.</p> <p>The HT stated that all governors were welcome to make school visits at any time and the staff governor confirmed that the staff team would like to welcome governors as well. Any visits could be arranged through the HT or school office.</p> <p>Each individual role was reviewed including committee and panel memberships and the HT updated the <a href="#">Governors' Responsibilities</a> document as the meeting progressed.</p> <p><i>Clerk's note #1: HS joined the meeting at 7:55 pm.</i></p>		
09.8	<p><u>FGB Monitoring Visit Schedule</u>            The HT stated that this was outlined in the <a href="#">quality cycle document</a> and governors were referred to this.</p>		
09.9	<p><u>Meeting Dates</u>            The Chair stated that the <a href="#">Meeting Dates</a> were now on Google Drive. The HT stated that the pay and personnel committee had previously met at 9:15 am and asked if this should continue. It was agreed that this should be the case.</p>		
09.10	<p><u>Terms of Reference (TOR)</u>            The Chair stated that she had reviewed the document and placed it on Google Drive prior to the meeting; she outlined the revisions and stressed that generally positions as opposed to people were stated in the narrative. The HT stated that the <a href="#">TOR</a> document could be placed on the school website but it needed the standard school front page adding and also that the school standard font of arial 12 should be used.</p>		
09.11	<p><u><a href="#">Annual Planner 2022/23</a> and <a href="#">Quality Cycle</a></u>            The Chair explained the annual planner and stated that governors should review the quality cycle to determine when link visits should take place to best serve the school. The HT stated that she was happy to book dates on behalf of the governors and the HT stated that she would update the quality cycle with individual governor names. The Chair requested all link governors to contact the HT about confirmed visit dates by the end of October.</p>		
09.12	<p><u>Governor Code of Conduct and Declaration Form</u>            The Chair requested that all governors read the <a href="#">Governor Code of Conduct</a> and sign the <a href="#">declaration form</a> by the end of October.</p>		

Item	Item title		
09.13	<u>HT Performance Management Team</u> The members of this panel were confirmed as the Chair, PV and HS.		
09.14	<u>Single Central Register (SCR)</u> This was confirmed as compliant following HS's visit on 30th September 2022.		
09.15	<a href="#">Declarations of Interests Form</a> Governors were requested to complete these declarations by half-term.		
09.16	<u>FGB Training Schedule</u> The HT stated that many courses were available from the LBH, the National College from the Key and LDBS. The Clerk undertook to forward the links for these. The Chair stressed that governors should attempt to attend at least 2 courses annually and that safer recruitment and safeguarding training with a specific school context were important.		
09.17	<a href="#">KCSiE Part 1 (Sept 2022)</a> The Governors were requested to confirm they had read this document by signing <a href="#">this form</a> by half-term.		
09.18	<u>Governor Vacancies</u> The Chair stated that the ex-officio vacancy for the Vicar-in-charge, at All-Saints Church would remain until the replacement Vicar was appointed. She added that she was currently exploring the possibility of HS continuing as a governor via a Deanery Synod appointment. The HT stated that there were no additional candidates for the staff governor role and CC was therefore elected for a further 4 years. Finally, the Chair thanked JF for her years of service as a governor.		
10.0	<b>Headteacher's Report</b> (Written)	<b>HT</b>	
10.1	The HT submitted a written <a href="#">Report to FGB</a> in advance of the meeting which she stated would be taken as read. The HT highlighted the key points.		
10.2	The HT stated that the LBH had restructured its admissions areas and created a new area for Isleworth.  <b>Q: A governor asked</b> if TBS was oversubscribed. <b>A:</b> The HT confirmed that it was and commented that this was an unusual position for church schools. She added that LBH was actually merging schools in some areas.		
10.3	The HT commented that the school faced some challenges around the published admissions number (PAN) since from Y3 the school could exceed the PAN. She added that the school was holding several open afternoons.		

Item	Item title		
10.4	<p>The HT stated that the operational plan for the 2022/23 academic year was nearly ready. There was an SLT meeting tomorrow evening where this would have a final review and would be presented at the next FGB.</p> <p>Q: <b>A governor asked</b> how the newly appointed DHTs were settling in and if they were able to take workload off the HT.</p> <p>A: The HT stated that they had settled in well and that some of her workload was slowly shifting towards them. The Chair commented that it would be a good idea for the DHTs to attend the FGB meetings and the HT agreed that it would.</p>		
10.5	<p>The HT commented that the teachers' pay awards were within the finance reports.</p>		
10.6	<p>The HT reported that she had conducted a meeting to go through the snagging list for the school's garden wall with the surveyor; this had been quite challenging.</p>		
10.7	<p>The HT reported that school attendance had improved and explained that persistent absence appears worse at the start of the term since it is high as a percentage of term time expended.</p>		
10.8	<p>The HT reported that she had issued a 1 day suspension to a child who had thrown an object at a staff member. At the return to school meeting the HT had explained to the parents the limitations of what is possible in a mainstream environment since they had elected this route for their child.</p> <p>Q: <b>A governor asked</b> if the 1 day suspension had worked.</p> <p>A: The HT replied that it had had a limited effect and remarked that this was a child with high needs that did not benefit from lessons because of his limited attention span.</p> <p>Q: <b>A governor commented</b> that the behaviour policy had a '3 strikes then out' clause.</p> <p>A: The HT commented that the policy takes account of escalation measures and this helps to support the progression to a managed move. However, she added that at least 1 child was still at TBS because there are no special school vacancies in the boroughs of Richmond and Hounslow.</p> <p>Q: <b>A governor asked</b> if these children have EHCPs.</p> <p>A: The HT confirmed that they did but there are no alternatives. The Governor asked if respite places were available and the HT confirmed that they were but in some cases the parents are uncooperative.</p>		
10.9	<p><a href="#">Standards &amp; Progress Report</a></p> <p>The HT reported that this had been discussed at the strategy day.</p> <p>Q: <b>A governor commented</b> that between 2021 and 2022 the ELG figure for reception children had reduced in maths.</p> <p>A: The HT replied that the figures for the EYFS learning goals between 2021 and 2022 represented different cohorts of children. She added that the progress from the baseline is better.</p>		



Item	Item title		
10.10	<p><a href="#">School Office Restructure</a></p> <p>The HT referred to the note which had been placed on Google Drive prior to the meeting. She noted that the office manager was retiring and that the school was looking to appoint a school business manager (SBM) with finance and HR expertise. The current finance officer would assume responsibility for admissions but relinquish responsibility for facilities. The HT briefly explained the job description for each role and commented that the salaries had been reviewed but the school did not wish to make false economies.</p> <p>Q: <b>A governor asked</b> if SBM was a standard title for a school position and expressed the view that a school development manager appointment might drive economies of scale.</p> <p>A: The HT replied that the appointee would have sufficient business acumen to do this and that there are different organisational models depending on the school. She added that, ultimately, the school needed to make a good appointment.</p>		
10.11	<p><a href="#">Strategy Overview</a> and <a href="#">Micro SEF</a></p> <p>Both of these documents had been placed in Google Drive prior to the meeting. The Chair commented that it was a good idea for the governors to understand the vision of the school and be familiar with the micro SEF.</p>		
10.12	<p><a href="#">Safeguarding</a></p> <p>The HT stated that this report had been placed in Google Drive prior to the meeting. However, it was reported that the document was locked and therefore inaccessible. The HT undertook to unlock it after the meeting. She stated that the designated safeguarding lead (DSL) role had been transferred to one of the AHTs and that a monthly check-in with 55 children deemed to be vulnerable had been instigated.</p>		
10.13	<p><a href="#">Headteacher's Figures</a></p> <p>This document had been placed in Google Drive prior to the meeting. The HT asked if there were any questions from the FGB; there were none.</p>		
11	Finance	HT	



Item	Item title		
11.1	<u>Budget Update 2022/23</u>		
	This document had been placed in Google Drive prior to the meeting. The HT asked if there were any questions from the FGB; there were none.		
11.2	<u>Deficit Recovery Update</u>		
	The HT reported that the school has reduced its deficit and was still on track to meet the EOY target, although the pending pay rises for teachers may affect this.		
11.3	<u>Internal Audit by LBH</u>		
	The HT reported that there had been an internal financial audit by the London Borough of Hounslow on 11th October 2022. She is awaiting the draft report before considering further action but she reported that the auditor had stated that declarations of interests should be made at each finance meeting.		
11.4	<u>Spending Requests for the FGB</u>		
	There were no matters presented under this item.		
<b>12</b>	<b>Premises/Health and Safety</b>	<b>HT</b>	
12.1	<u>Premises Update</u>		
	The HT reported that generally these were in good shape. The school had received the annual condition report and she needed to intervene when the surveyor tried to have the report signed off without her input.		
12.2	<u>H&amp;S Audit by the LBH H&amp;S inspector.</u>		
	The HT reported that his report was supposed to be on the LBH portal but she could not find it. She would liaise with the LBH to find it.		
12.3	<u>School Streets Proposal</u>		
	The HT reported that, because of problems associated with traffic around the school at drop-off and pick-up times, there was a proposal by LBH to introduce an access restriction in North Street, between its junctions with Manor House Way and Swan Street operating between, 8.15 – 9.15am and 2.45 – 3.45pm Monday – Friday, during school term time.		
	The HT explained that parents needed to be supportive of the proposal, even if there is a local backlash, because of the current danger posed to children entering the school via North street. There was a discussion by the FGB about traffic patterns in North Street and South Street and it was generally agreed that traffic was busy and congested in the streets and that the LBH proposals would benefit the school. The HT stated that more children could be directed to use the North Street entrance if this was safer to relieve pressure on the South Street entrance.		
	Q: <b>A Governor asked</b> if the previous ‘lollipop lady’ had made a difference.		
	A: The HT replied that her position had been made redundant when funding stopped but she had made a difference in many ways.		

Item	Item title		
	<p>Q: <b>A Governor asked</b> how the staff had reacted to the 10 minute soft start initiative.</p> <p>A: The staff governor replied that it helps to cope with child anxiety so it is welcomed.</p>		
13	<b>Policy Review</b>	<b>All</b>	
13.1	<p>The FGB unanimously approved the following policies which had been reviewed previously by the appropriate committees. Comments are recorded in <i>italics</i>:</p> <ul style="list-style-type: none"> <li>A. <a href="#">Admissions Arrangements (Reception)</a> Supporting Notes. <i>Cover sheet needed</i></li> <li>B. <a href="#">Admissions Arrangements</a> <i>Cover sheet needed</i></li> <li>C. <a href="#">Behaviour Principles Written Statement</a> <i>No longer required</i></li> <li>D. <a href="#">Safeguarding &amp; Child Protection Policy</a>, includes Statement of procedures for dealing with allegations of abuse against staff (app.4)</li> <li>E. <a href="#">Data Protection Policy</a></li> <li>F. <a href="#">Designated Teacher for Looked After Children (LAC) and Previously Looked After Children (PLAC)</a> <i>Cover sheet and dates needed</i></li> <li>G. <a href="#">Early Careers Teachers' (ECT) Policy</a></li> <li>H. <a href="#">Teachers' Pay Policy</a> <i>This will need amending once the school teacher pay and conditions are known</i></li> <li>I. <a href="#">Exclusion from School Policy</a></li> <li>J. <a href="#">Charging &amp; Remissions Policy</a> <i>The HT has included a note about school meals</i></li> <li>K. <a href="#">Governors' Expenses Policy</a></li> </ul>		
14	<b>Monitoring visit reports</b>	<b>All</b>	
14.1	<p>The following monitoring school visit reports had been placed in the FGB drive prior to the meeting. Comments are in <i>italics</i>.</p> <ul style="list-style-type: none"> <li>1. <a href="#">Safeguarding Visit 30th Sept 2022 - HW</a>. <i>The Chair asked HS if she had anything to add to her report; she did not.</i></li> </ul>		
15	<b>Training</b>	<b>All</b>	
15.1	No training was reported by any governors		
16	<b>Any other Business</b>		

Item	Item title		
16.1	There were no matters raised under this item.		
17	<b>Date of the next meeting</b>	<b>For information</b>	
17.1	The next Full Governing Board of The Blue School will meet at <b>7pm on Wednesday 7th December 2022</b> at the School, North Street, Isleworth, Middlesex, TW7 6RQ.		
	The meeting moved to Part 2		

Meeting finished at 09:10 pm

### 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 12th October 2022** at 7pm at the school premises.

**Signed:**

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**Date:**

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Stephanie Ajayi

**Chair of the Full Governing Body**

The Blue School