

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>
Rev Peter Vannozzi ('PV') Vice-Chair	Appointee of the LDBS <i>Expiration of Term in Office: 24-02-2024</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>
Chris Dickson ('CD')	Elected Parent Governor <i>Expiration of Term in Office: 30-09-2023</i>
Fiona Knower ('FK')	Elected Parent Governor <i>Expiration of Term in Office: 29-11-2026</i>
Simon Shimmens ('SS')	All Saints Parish Council <i>Expiration of Term in Office: 26-01-2024</i>
Lavinia Pashley-Wilkins ('LPW')	Co-opted Governor <i>Expiration of Term in Office: 26/02/2024</i>
ABSENT	
Stuart Minster ('SM')	Appointee of the LDBS <i>Expiration of Term in Office: 15/11/2024</i>
APOLOGIES	
Stephanie Ajayi ('Chair')	Local Authority Governor <i>Chair of the Full Governing Body</i> <i>Expiration of Term in Office: 06-07-2026</i>
Gayle Farrell (GF)	Deanery Synod <i>Expiration of Term in Office: 28-07-2025</i>
Heidi Swidenbank ('HS')	Deanery Synod <i>Expiration of Term in Office: 27-11-2026</i>
ADVISOR	
Steve Laffey ('Clerk')	Clerk to the Full Governing Body
OBSERVER	
Peter Hammer (PH)	Deputy Head Teacher
Nora Wilkinson (NW)	Deputy Head Teacher

The meeting started at 7.06pm

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

Item	Item title		
23	Opening prayer		
23.1	The Chair opened the meeting in prayer.		
24	Welcome and introductions	Chair	
024.1	PV welcomed all to the meeting and explained that, in the chair's absence, he would be chairing this meeting. The meeting, being quorate, started at 7:06pm. The Chair introduced FK as the newly elected parent and asked everyone to introduce themselves which they duly did.		
25	Apologies received in advance of the meeting and the FGB's acceptance or rejection of any absences	Chair / Clerk	
25.1	The FGB was informed that apologies had been received from SA, GF and HS. The apologies were accepted and authorised. No other apologies were received, SM was noted as absent.		
25.2	The FGB requested the Clerk to update the register of attendance.		
25.2a	<i>Clerk to update the FGB register of attendance.</i>	<i>Clerk</i>	<i>ASAP</i>
26	Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda	All	
26.1	No conflicts of interest were declared by the FGB Governors, other than those already recorded within the Register of Business Interests. All governors were reminded to fill in the register which the Clerk had forwarded to them.		

27	Declaration of any other business not included on the agenda	All	
27.1	The Chair asked if any Governors had any other items to be covered under AOB of the agenda. There were no items declared.		
28	Approval of the minutes from the previous FGB meeting held on 12th October 2022 the actions and any matters arising	All	
28.1	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. It was noted that NW was currently working on setting up a programme of link visits with governors. Apart from this there were no matters arising from those minutes which were not already on the agenda and the minutes were unanimously approved by the FGB.		
28.2	The minutes would be signed and dated by PV and passed to the HT for filing.		
28.2a	<i>File the signed minutes from the previous FGB meeting.</i>	HT	ASAP
29	Approval of the committee meeting minutes	All	
29.1	<p>The minutes from the recent round of the committee meetings had been placed in the FGB drive prior to the meeting. Comments of the FGB are in <i>italics</i>. Apart from these, no further issues raised and all the committee minutes were unanimously approved by the FGB.</p> <p>Approval of the minutes from the previous meetings:</p> <ol style="list-style-type: none"> 1) Pay & Personnel Committee 16th November 2022. <i>The HT confirmed that the images policy was now included in the data protection policy.</i> 2) Finance & Buildings Committee 17th November 2022 3) Curriculum committee 15th November 2022 		
30	Chair's Items	All	
30.1	<p>Discussion of Health Check from GH</p> <p>The clerk stated that to date he had received 6 responses and that he would await responses from the remaining governors before consolidating all. The HT added that it was not essential to respond to each question if a particular governor did not have knowledge of that area. Governors were asked to respond by the end of term.</p>		

30.2	<p><u>Review the Governor Code of Conduct and sign the declaration form.</u> The clerk stated that 2 governors had not responded. Both undertook to do so within the week.</p>	
30.3	<p><u>Update Declarations of Interest Form and post a copy here for academic year 2022/23</u></p> <p>The clerk stated that this had been completed by 7 governors and that the remaining governors needed to respond. It was noted that this was a statutory obligation for governors and needed to be completed annually. As well as the annual declaration there was a standing item on all FGB and committee agendas for all attending governors to declare any interests pertaining to that agenda. Any interests would be recorded in the minutes of the particular meeting</p>	
30.4	<p><u>KCSiE Part 1 (Sept 2022) and declaration form.</u></p> <p>The clerk stated that several governors had still to make this declaration and reminded governors of their safeguarding obligations under the 2002 Education Act. He added that annex A was an abridged version of the document and annex B described the harms that children may be exposed to. The HT and PH emphasised that it was critical that all governors need to read and declare that they had read the document.</p>	
30.5	<p><u>Update on Governor Vacancies</u> PV reported that with the appointment of HS as a Synod governor the FGB had a full complement of governors with the exception of the ex-officio appointment of the All Saints Vicar.</p>	
31.0	Headteacher's Report (Written)	HT
31.1	<p>The HT had submitted a Short Report to the FGB in Google Drive prior to the meeting and highlighted the key points:</p> <ul style="list-style-type: none"> ● The theme of “courageous advocacy” has been a strong focus at the school throughout the term. It underpins the approach to maintaining high standards of behaviour and encouraging children to call out bullying and prejudice related incidents. This is gradually having an impact, with children saying that they are unhappy with something that has been said and, in more serious instances, speaking with an adult who can help. ● There are many activities throughout the school celebrating the Christmas period with parents being able to attend on site for the first time since lockdown. ● Admissions for reception close on 15th January 2023. The HT stated that the population in West London is declining and this has affected admissions numbers for schools but TBS is the only full school in the area. She added that the demographic shift might mean more children of other faiths being admitted in future years. ● The HT informed the FGB that the LA had brought the opening and closing dates for Nursery admissions forward by 2 months. 	

	<ul style="list-style-type: none"> • There has been a significant level of staff sickness recently. Supply teachers have been found to be expensive and of poor quality. Classes are being covered by senior staff and helped by retired teachers known to the school returning to assist. • The HT reported that the school is proposing that a Menopause Policy be introduced. Model policies are being reviewed with the hope of bringing the policy to the P&P committee in the spring. A governor commented that the organisation he works for has just introduced such a policy and offered to share the policy with the school; the HT welcomed this. • PH gave a summary of a meeting he had attended given by LDBS on academisation and stated that the LDBS saw groups of 10 schools in a multi-academy trust (MAT) as ideal. The HT commented that it was important for the next generation of school leaders to be aware of the issues around academisation. 	
31.1a	<p><u>Ofsted Inspection & IDSR Report</u> The HT commented that these items were classed as confidential. Consequently, they are reported in the part 2 minutes for this meeting.</p>	
31.1b	<p><u>SIP RAG Rating</u> This report will be presented in the spring term.</p>	
31.1c	<p><u>Report from LA External Visit</u> The HT reported that this has not taken place.</p>	
31.1d	<p><u>School Council</u> A Report had been placed on Google Drive prior to the meeting. The HT mentioned that the school council had developed a video against bullying.</p>	
31.2	<p><u>Headteacher's Figures</u> The HT stated that there was nothing unusual to report. Attendance had dipped slightly and there had been a couple of referrals to social services.</p>	
32	Finance	HT

32.1	<p><u>Budget Update 2022/23</u></p> <p>This document had been placed in Google Drive prior to the meeting. The HT stated that the budget had been discussed at the finance committee. The figures for period 8 were being reviewed and an in-depth review of the budget would be taking place this week with the finance manager. The school is on-track with the current budget but there is a risk that the income will be lower and that the income was not received as a steady stream.</p> <p>The HT stated that the school had complained to PGL about the behaviour of some of their staff at last year's residential trip and will receive £6000 compensation. She added that the school intended to use half of this to support families in the school who are struggling financially.</p> <p>Q: A governor asked if it was possible for individuals to support others struggling financially.</p> <p>A: The HT replied that this was possible and for this year's residential trip parents had been given the option of contributing more if they wished to help others.</p> <p>Q: A governor asked if the school helped parents with the process to claim free school meals.</p> <p>A: The HT replied that they did and one of the reasons SLT teachers were at the school gate during drop-off and pick-up times was to be available if parents wanted to approach them with problems like this.</p> <p>PH commented that the DfE had reclaimed £3000 of the catch-up premium paid because they were not satisfied with the evidence presented. The school had now resubmitted the evidence.</p>	
32.2	<p><u>Deficit Recovery Update</u></p> <p>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.</p>	
33	Premises/Health and Safety	HT
33.1	<p><u>Premises Update</u></p> <p>The HT reported that some work was planned for the Christmas holiday and that the school was beginning to plan for the next academic year.</p> <p>Q: A governor asked if the school was prepared for the icy weather predicted.</p> <p>A: The HT replied that the school had both salt and grit stored for slippery surfaces and that they were also regularly clearing wet leaves which were also a slip hazard. She added that there was an issue with the drains which caused flooding at the front of the school after heavy rain. The facilities manager was looking at this.</p>	
34	Policy Review	All
34.1	<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>	

	<p>A. Health and Safety</p> <p>B. The Blue School Financial Regulations and Procedures October 2022_Draft</p> <p>C. Special educational needs and disability (statutory)</p> <p>D. Pupil Premium Annual Plan and Report (statutory)</p> <p>E. Updated Teachers' Pay Policy</p> <p>F. Governors' Expenses Policy</p> <p>G. GDPR Policies</p> <ol style="list-style-type: none"> a. Data Protection Policy (statutory) including the list below: b. Protection of biometric information of children in schools and colleges (statutory) c. School Privacy Notice - Visitor Information d. CCTV e. School Privacy Notice - School Workforce f. School Privacy Notice - Job Applicant g. School Privacy Notice - Supply, Consulta h. Data Breach Procedures and Contractor Information i. School Privacy Notice – Governors j. School Privacy Notice – Parents k. Cookie Policy l. Subject Access Request Procedure m. Right of Erasure Request Procedure n. Data Retention o. Images Policy (is included in Data Protection) 	
35	Monitoring visit reports	All
35.1	<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> <ol style="list-style-type: none"> 1. H&S Governor Visit Report 30th September 2022 (SS). <i>The report followed a verbal update given at the last FGB.</i> 2. Finance visit report 9th November 2022 (PV). <i>PV added that on his visit he had looked at the Arbor system and the data held on school families. The HT added that the management of data was covered by the GDPR policies approved above. Governors can look at the functionality of the systems but not at pupil level data.</i> 3. CD reported that he had visited the school on 25th November 2022 to review maths and science teaching. He would present his reports for the next FGB and stated it was generally a positive experience. 	
36	Training	All
36.1	<p>RW reported that she had attended Governing for Disadvantaged Children run by LDBS. The clerk commented that governors should conduct safeguarding training as part of their induction or as a refresher. The safeguarding module offered on the Key satisfies this requirement.</p>	

37	Any other Business	
37.1	There were no matters raised under this item.	
38	Date of the next meeting	For information
38.1	The next Full Governing Board of The Blue School will meet at 7pm on Wednesday 15th March 2023 at the School, North Street, Isleworth, Middlesex, TW7 6RQ.	
	The meeting moved to Part 2	

Meeting finished at 08:15 pm

Approval of the minutes by the Chair of the FGB

I, being the Vice-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 7th December 2022** at 7pm at the school premises.

Signed:

Date:

Peter Vannozzi

Vice-Chair of the Full Governing Body

The Blue School