

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>
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>
Clair Couch ('CC')	Staff Governor <i>Expiration of Term in Office: 21-11-2026</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>
Stuart Minster ('SM')	Appointee of the LDBS <i>Expiration of Term in Office: 15/11/2024</i>
Heidi Swidenbank ('HS') (Remotely)	Deanery Synod <i>Expiration of Term in Office: 27-11-2026</i>
Vacant	Deanery Synod <i>Expiration of Term in Office: vacant</i>
ABSENT	
Chris Dickson ('CD')	Elected Parent Governor <i>Expiration of Term in Office: 30-09-2023</i>
APOLOGIES	
Ruth White ('RW')	St John's Parish Council <i>Expiration of Term in Office: 13-07-2024</i>
Lavinia Pashley-Wilkins ('LPW')	Co-opted Governor <i>Expiration of Term in Office: 26/02/2024</i>
ADVISOR	
Steve Laffey ('Clerk')	Clerk to the Full Governing Body
OBSERVER	
Nora Wilkinson (NW)	Deputy Head Teacher

The meeting started at 7.08pm

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

Item	Item title		
44	Opening prayer		
44.1	The Chair asked PV to open the meeting in prayer.		
45	Welcome and introductions	Chair	
45.1	The Chair welcomed all to the meeting which being quorate, started at 7:08pm.		
46	Apologies received in advance of the meeting and the FGB's acceptance or rejection of any absences	Chair / Clerk	
46.1	The Chair informed the FGB that GF had resigned from the FGB because of other commitments. The FGB gave a vote of thanks for GF's service. Apologies had been received from RW and LPW; the apologies were accepted and authorised. No other apologies were received, CD was noted as absent.		
46.2	The FGB requested the Clerk to update the register of attendance.		
46.2a	<i>Clerk to update the FGB register of attendance.</i>	<i>Clerk</i>	<i>ASAP</i>
47	Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda	All	
47.1	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.		
48	Declaration of any other business not included on the agenda	All	
48.1	The Chair asked if any Governors had any other items to be covered under AOB of the agenda. There were no items declared.		

Item	Item title		
49	Approval of the minutes from the previous FGB meeting held on 7th December 2022 and any matters arising	All	
49.1	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.		
49.2	The minutes would be signed and dated by the Chair and passed to the HT for filing.		
49.2a	<i>File the signed minutes from the previous FGB meeting.</i>	HT	ASAP
50	Approval of the committee meeting minutes	All	
50.1	<p>The minutes from the recent round of the committee meetings had been placed in the FGB drive prior to the meeting. Comments are in <i>italics</i>. Apart from these, no further issues were 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 1st March 2023 . <i>The HT confirmed that she had one action to update the complaints policy, there has been an increase of children with EAL and succession models to deal with the retirement of the HT had been discussed.</i> 2) Finance & Buildings Committee 2nd March 2023. <i>PV reported that the business continuity plan had been discussed. The IT services contract had been extended by 1 year but the school would be going to market during that 1 year period to revisit other options.</i> 3) Curriculum committee 28th February 2023: <i>Two governor visits had been undertaken, some policies had been updated and an update on the Ofsted inspection given.</i> 		
51	Chair's Items	All	
51.1	<p>Discussion of Health Check from GH</p> <p>The Chair stated that it was good practice for the FGB to self-evaluate and asked all governors to fill in the form. The HT commented some questions were difficult to answer and perhaps these questions ought to be answered within the quality cycle and cross referenced to the Health Check. A governor commented that some</p>		

Item	Item title		
	<p>questions could not be answered through a lack of detailed knowledge. Governors were asked to answer all questions to the best of their ability or qualify their answers if appropriate.</p>		
51.2	<p><u>Review of the Governor Code of Conduct and declaration form.</u> The Clerk stated that all governors had now responded.</p>		
51.3	<p><u>Update of the Declarations of Interest Form for academic year 2022/23</u> The Chair stated that this was a statutory obligation for governors since the information needed to be published on the school website and needed to be completed annually. She asked the Clerk to expedite the outstanding responses.</p>		
51.4	<p><u>KCSiE Part 1 (Sept 2022) and declaration form.</u> The Chair acknowledged that this document was long but there were sections that were specific to governors which they needed to be aware of. It was essential for all governors to acknowledge that they had read the document. She asked the Clerk to expedite the outstanding responses.</p>		
51.5	<p><u>HT's Succession Planning</u> The Chair reported that the HT's succession group meets regularly and is making good progress in the development of the recruitment pack.</p>		
51.6	<p><u>Admissions Update</u> The Chair reported that the school had received the lowest number of reception applications for several years with 71 applications for 60 places. Q: A governor asked if it was known that some schools won't reach their quota. A: The HT replied that there is a pupil place meeting this week where information on all schools will be revealed. She added that TBS is the only school in the LBH Isleworth area with no vacancies. Other schools have been dropping forms after negotiation with LBH but she felt that TBS would be full. Q: A governor asked if the situation was linked to a falling birth rate. A: The HT replied that LBH has detailed demographic data which confirms this. Q: A governor asked if it was known when the birthrate was looking to pick-up. A: The HT replied that this would not happen in the foreseeable future. She noted that London is divided into administrative quadrants and the neighbouring quadrant (Ealing/Hillingdon) also has a falling birth rate. Q: A governor asked if the school over offered places. A: The HT replied that 60 places are offered in the first instance then after the closing date any spare places are offered to a waiting list. Q: A governor asked if TBS could do more to attract applicants.</p>		

Item	Item title		
51.7	<p>A: The HT replied it was difficult to see how and that less parents had been on parents' walks. She opined that perhaps potential applicants were discouraged by thinking that they would not be successful for a Church school.</p> <p>Q: A governor asked what the situation was for waiting lists in other age groups.</p> <p>A: The HT replied that TBS had waiting lists for all age groups and that the school admits over their published admissions number (PAN) in many age groups.</p> <p>Q: A governor asked if there was pressure from LBH to keep to the PAN.</p> <p>A: The HT replied that she would need to look at what actual powers they had but felt if they had the power it would have been executed already. She noted that if TBS stopped recruiting over their PAN it would result in a monetary penalty of approximately £100,000. She confirmed that academies took part in pupil placement meetings.</p> <p><u>Governor Vacancies</u></p> <p>The Chair noted that GF's resignation had created a vacancy and she would approach the Deanery about a suitable candidate. The Chair stated that a new Vicar had been appointed for All Saints and she hoped to meet him soon.</p>		
52.0	Headteacher's Report (Written)	HT	
52.1	<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 Y6 Worship Team attended St Paul's Cathedral for a joint service with other LDBS schools from across London on 26th January. • NW has arranged a workshop on 29th March with the clergy to explore worship. The HT noted that collective worship has many forms and does not have to be prescriptive. <p>Q: A governor asked how the Edward Betham school had been identified as a good model for the way they deliver collective worship.</p> <p>A: The HT replied that the recommendation had been received during SIAMS training.</p> <ul style="list-style-type: none"> • The HT reported that she had submitted a request for an Ofsted internal review following the recent inspection but had little expectation that anything would change. <p>Q: A governor commented that it was absurd that the appeal process was not independent.</p> <p>A: The HT replied that it was best to let the process come to completion before taking further action elsewhere. <ul style="list-style-type: none"> • The HT gave a summary of the split responsibilities within the school office. A governor commented that the welcome extended to visitors by the office staff is excellent. </p>		

Item	Item title		
52.2	<ul style="list-style-type: none"> The HT reported that the caretaker had tendered his resignation and would be leaving at Easter. <p>HT's Figures</p> <p>The Chair asked if there was anything to note in the presented data. The HT highlighted the following:</p> <ul style="list-style-type: none"> Attendance is low in nursery but this class is not of the statutory school age. Persistent absence is high at 41% SEN is high in Y3 and there has been an increase in the number of incidents. However, self-regulation has improved and suspensions are down. There is a similar pattern in Y1 but over time the situation will improve. PPG is creeping up with 6 of 29 children in the nursery in receipt of this. 		
52.3	<p>Safeguarding Part 1</p> <p>The report had been placed in Google Drive prior to the meeting. The HT reported that there had been major safeguarding issues this term which was causing the SLT to spend 1 to 2 days per week on these issues alone. The number of referrals is given in the HT's Figures.</p>		
52.3	<p>SEN Clusters</p> <p>HS mentioned that the move to SEN clusters in the LBH and also that the formation of MATs is no longer being pressed strongly were items for the FGB to consider in the future. HS explained that SEN clusters were a different way of organising the SEN provision in LBH. Since this is still at the preliminary stage it should be considered at the next curriculum committee meeting.</p> <p>The Chair requested that MAT formation should be a standing item on future FGB agendas.</p>		
52.4	<p>Illness</p> <p>Q: A governor asked if there were any particular reasons for illness in the school.</p> <p>A: The HT replied that the Strep A was an issue. A feature is that young children touch everything in a very tactile environment. She noted that children seem to be getting ill for longer these days.</p>		
53	Finance	HT	
53.1	<p>Budget Update 2022/23</p> <p>The HT reported that there is a projected deficit of £75,000. However, if unfunded salary increases are discounted there is an underlying in-year surplus of £90,000. There is still capacity to make savings and the HT stated that she had hoped for</p>		

Item	Item title		
53.2	<p>one more year of difficulty before returning to surplus but this was now looking like 2 years.</p> <p>The HT reported that the indication was that core funding would increase by 6.5%. There was a short discussion on what percentage had been allowed for the next round of teachers' salary increases and it was felt that the number allowed was too low. HS stated that she was aware of many schools allowing 5%.</p> <p>Q: A governor asked if the school would benefit in having an arrangement with other schools to buy common resources and therefore benefit from economies of scale.</p> <p>A: The HT replied that there was a meeting with other LDBS schools next Friday. HS stated that there was a need to review cost efficiencies because savings were not always realised.</p> <p>The three year budget showed that the school would return to surplus at the end of 2024/25.</p>		
54	Premises/Health and Safety	HT	
54.1	<p><u>Premises Update</u></p> <p>The HT reported that a £20,000 grant from the government had been passported through the LDBS. The intent was to use this for replacement windows for some classrooms and the staff room. The school would approach potential suppliers directly for more competitive pricing.</p> <p>Q: A governor asked about the timeframe for recruiting the caretaker's replacement.</p> <p>A: The HT replied that this needed to be done as soon as possible and welcomed any suggestions for advertising the position.</p>		
55	Policy Review	All	
55.1	<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> <ol style="list-style-type: none"> 1. Staff Capability Procedure (statutory) 2. Staff Discipline Procedure (statutory). <i>There are some inconsistencies in language which need to be fed back to the LDBS.</i> 3. Staff Grievance Procedure (statutory) 4. Managing Change Procedure (statutory) 5. Complaints Procedure Statement (statutory). <i>This has not been put into the TBS format but was approved on the basis that it would be.</i> 6. Homework policy (non-statutory) 		

Item	Item title		
55.2	<p>Q: A governor asked if the pupils needed a home computer to access Google classrooms. A: The HT replied that they needed a device and if families could not afford one then it was provided by the school.</p> <p>7. Managing Staff Absence Policy (non-statutory) 8. Discretionary leave policy (non-statutory) 9. IT and acceptable use policy (non-statutory) 10. Menopause Policy (new) 11. Flexible working policy (new)</p> <p>Q: A governor asked if flexible working was appropriate for TBS. A: The HT replied that it depended on the role. The DfE has issued guidance on wellbeing and opined that a policy should be offered. The school has to consider requests and consider if reasonable adjustments can be made without detriment to the operation of the school.</p> <p>The HT noted that the policy on more able children will be presented at the next FGB.</p> <p>The following was not approved as it needs further work. The review of this is currently being conducted. Comments are recorded in <i>italics</i>:</p> <p>1. Equality Statement (Statutory duty to approve annually). <i>This flows from the policy and should be approved unless there are changes. The quote at the beginning has been changed.</i></p>		
56	Monitoring visit reports	All	
56.1	<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> <p>1. SIAMS RE & Collective Worship (LN/GF 9th Dec 2022). <i>LN noted that the authors were impressed by the offering and the next steps would be to prepare for the new SIAMS framework.</i></p> <p>2. EDI (SA 9th March 2023). <i>SA stated that she had reviewed how issues are recorded and how teachers are trained to deal with incidents. There were 4 incidents recorded as racist. SA noted that the school is progressing through a framework and is on a journey of cultural change to embed behaviour. The HT commented that the school liked the Equaliteach Award framework and used it as an auditing process to save time. SA stated that she would be revisiting the EDI changes to the curriculum and that details would be sent to AHT of a school that is deemed to be leading in this area of curriculum development.</i></p> <p>3. SEND (CC 6th December 2022). <i>CC stated that the visit had involved a learning walk which started in the nursery and ended in KS2. The teaching</i></p>		

Item	Item title		
	<i>environment had been considered. Early intervention is important to achieve a better impact. The new education map is in place across the school.</i>		
57	Training	All	
57.1	Governors reported the training undertaken and which had been entered in the training register .		
58	Any other Business		
58.1	There were no matters raised under this item.		
59	Date of the next meeting	For information	
59.1	The next Full Governing Board of The Blue School will meet at 7pm on Wednesday 28th June 2023 at the School, North Street, Isleworth, Middlesex, TW7 6RQ.		
	The meeting moved to Part 2		

Meeting finished at 08:57 pm

Actions Outstanding from the Meeting			
Item	Minute	Action	By
1	51.3	Complete declarations of interest forms	Governors
2	51.4	Complete KCSiE declarations	Governors
3	51.7	Approach the Deanery about a suitable candidate for governor.	SA
4	52.3	MAT formation to be a standing item on FGB agendas	Clerk
3	53.1	Discuss SEN clusters at the next curriculum committee meeting	LPW

Approval of the minutes by the Chair of the FGB

I, being the 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 15th March 2023** at 7pm at the school premises.

Signed:

Date:

Stephanie Ajayi

Chair of the Full Governing Body

The Blue School