

Minutes of the Full Governing Body  
The Blue School

Venue: Remote via Google Meet  
Premises

Date: 4th July 2023

Time: 7pm



THE BLUE SCHOOL

CHURCH OF ENGLAND

of



## 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>
Ruth White ('RW')	St John's Parish Council <i>Expiration of Term in Office: 13-07-2024</i>
Natalie Lonsdale (NL)	Elected Parent Governor <i>Expiration of Term in Office: 11-06-2027</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>
Lavinia Pashley-Wilkins ('LPW')	Co-opted Governor <i>Expiration of Term in Office: 26/02/2024</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')	Deanery Synod <i>Expiration of Term in Office: 27-11-2026</i>
Vacant	Deanery Synod <i>Expiration of Term in Office: vacant</i>
<b>ABSENT</b>	
None	
<b>APOLOGIES</b>	
Rev Peter Vannozi ('PV') Vice-Chair	Appointee of the LDBS <i>Expiration of Term in Office: 24-02-2024</i>
Nora Wilkinson (NW)	Deputy Head Teacher
<b>ADVISOR</b>	
Steve Laffey ('Clerk')	Clerk to the Full Governing Body
<b>OBSERVER</b>	
Peter Hammer	Deputy Head Teacher

**The meeting started at 7.02pm**

**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>65</b>	<b>Opening prayer</b>		
65.1	The Chair asked LN to open the meeting in prayer.		
<b>66</b>	<b>Welcome and introductions</b>	<b>Chair</b>	
66.1	The Chair welcomed all to the meeting, which being quorate, started at 7:02pm. She introduced the new parent governor, NL, and asked all attendees to introduce themselves which they duly did.		
<b>67</b>	<b>Apologies received in advance of the meeting and the FGB's acceptance or rejection of any absences</b>	<b>Chair / Clerk</b>	
67.1	Apologies had been received from PV; the apologies were accepted and authorised.		
67.2	The FGB requested the Clerk to update the <a href="#">register of attendance</a> .		
67.2a	<i>Clerk to update the FGB register of attendance.</i>	<i>Clerk</i>	<i>ASAP</i>
<b>68</b>	<b>Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda</b>	<b>All</b>	
68.1	No conflicts of interest were declared by the FGB Governors, other than those already recorded within the Register of Business Interests.		
<b>69</b>	<b>Declaration of any other business not included on the agenda</b>	<b>All</b>	
69.1	The Chair asked if any Governors had any other items to be covered under AOB of the agenda. There were no items declared.		

70	<b>Approval of the minutes from the previous FGB meeting held on <a href="#">15th March 2023</a> and any matters arising</b>	<b>All</b>	
70.1	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.		
70.2	The minutes would be <b>signed and dated</b> by the Chair and passed to the HT for filing.		
70.3	<p>All outstanding actions were complete with the following exceptions:</p> <ul style="list-style-type: none"> <li>● Item 2 (51.4): LPW to complete</li> <li>● Item 3 (51.7): SA has made contact but the next meeting for the Deanery will be in August.</li> </ul> <p><i>Clerk's note #1: LPW joined at 7:12 pm</i></p>		
70.2a	<i>File the signed minutes from the previous FGB meeting.</i>	<i>HT</i>	<i>ASAP</i>
71	<b>Approval of the committee meeting minutes</b>	<b>All</b>	
71.1	<p>The minutes from the recent round of the committee meetings had been placed in Google 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><b>Approval of the minutes from the previous meetings:</b></p> <ol style="list-style-type: none"> <li>1) Pay &amp; Personnel Committee <a href="#">7th June 2023</a>. <i>The key point discussed was the phased retirement of the HT which had been the subject of an EGM held on 25th May 2023.</i></li> <li>2) Finance &amp; Buildings Committee <a href="#">8th June 2023</a>. <i>SA reported that the school was forecasting a deficit of approximately £60,000 following the unfunded teachers' pay award. However the plan is to move back into surplus by this time next year. There are plans to introduce another teacher but planned building works have been delayed for a year. 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. SA reported that there are planned changes to the structure of the LDBS building works department and noted that following discussions with that department she had been informed that the school was responsible for any contracts awarded.</i></li> </ol>		

	<p>3) Curriculum committee <a href="#">6th June 2023</a>: LPW stated that the committee was considering moving the meeting to a time which would facilitate the presence of NW the DHT. The draft EDI statement has been developed. There had been a review about onboarding governors to link roles and it was noted that governors should take a role which is appropriate to their skill set. The <b>Chair expressed</b> the view that governors could develop skills in other areas by taking on a role which is not within their current skill set. The HT stated that the school needs funding for pupils with high needs but which are not yet in receipt of an EHCP. The school applies to LBH for this funding but LBH is in serious deficit for SEN funding and is looking to shrink expenditure. Therefore they have introduced a scheme which is hub based where SENCo representatives and schools propose children for any available funding. The <b>Chair noted</b> that SEN funding is a national problem and unfortunately the school must wait to see how this approach works in practice.</p>	
72	<b>Chair's Items</b>	<b>All</b>
72.1	<p><a href="#">Discussion of Health Check from GH</a> Governors were asked to answer all questions to the best of their ability or qualify their answers if appropriate and return the form to the Clerk by the end of term. The Clerk will notify those governors yet to complete the form.</p>	
72.2	<p>Confirm <a href="#">Register of Interests 2022/23</a> is correct All governors were reminded to confirm the register is correct by the end of term.</p>	
72.3	<p><a href="#">Equality and Diversity Statement.</a> The Chair stated that this was now finalised and would be posted on the school website.</p>	
72.4	<p><u>MAT Formation</u> The <b>Chair referred</b> to the <a href="#">LDBS Guide for Governors</a> document and stated that it was wise, given the stage of the school's journey, that Governors appraise themselves of the issues of multi-academy trusts (MAT) and what impacts there would be of the school joining a MAT or forming other collaborative arrangements such as a federation or partnership. She added that any arrangement where TBS did not have a leading position would not be attractive and that it was important to form collaborative arrangements with Church schools. The <b>Chair noted</b> that any potential arrangements might be an issue in the appointment of the HT's successor.</p> <p>Q: <b>A governor asked</b> if a prime motivator for schools entering collaborative arrangements was to counter falling roll numbers. A: The Chair replied that it could be but there are other scenarios which trigger the motivation for partnerships. The HT added that the LDBS encourages partnerships and the LDBS have allocated schools to areas. Some schools are motivated by wishing to become better schools and to</p>	

	<p>move away from LA influence. She added that the school is looking at best practice with other schools using low level discussion to do this.</p> <p><i>Clerk's note #2: PH joined the meeting at 7:39 pm.</i></p> <p>The <b>Chair stated</b> that the school needed to partner with schools having the same ethos and vision. A <b>governor stated</b> that it was important to explore details of any proposed arrangement because the landscape has changed. Partners should be true partners and there should be no hierarchy; all parties should be able to gain something from each other.</p> <p>Q: <b>A governor asked</b> if academisation will become compulsory.</p> <p>A: The Chair replied that the government had recently backtracked from it being a legal requirement. However, TBS should be actively thinking about this.</p> <p>Q: <b>A governor commented</b> that there was a misperception that scale automatically delivers economic efficiencies and that if academisation was mandated then criteria for discussions with other schools must be determined before any discussions take place with a view to developing a memorandum of understanding (MOU).</p> <p>A: The HT replied that other Dioceses are taking a different approach and allowing MATs to be formed containing Church and non-Church schools as long as all schools can affirm the principles of a Church of England foundation.</p>	
72.5	<p><u>Approve Governors for HT's Performance Management</u></p> <p>The Chair proposed and it was agreed by the FGB that herself, the vice-Chair and HS should conduct this.</p>	
72.6	<p><u>Meeting dates for academic year 2023/24</u></p> <p>The HT would revise the tabulation and distribute to the FGB.</p>	
73.0	<b>Headteacher's Report</b> (Written)	<b>HT</b>
73.1	<p>The HT had placed her <u>HT's report to FGB</u> in Google Drive prior to the meeting and asked if there were any questions. She highlighted the key points:</p> <ul style="list-style-type: none"> <li>• The school's approach to spirituality and how children develop is important and will feature in any SIAMS inspection. <b>A governor (LN) noted</b> that the RE lead teacher and the DHT (NW) had done an incredible job in this area providing passion to interweave spirituality in other areas of the curriculum.</li> <li>• The HT explained that the pictures in her report explain how spirituality is implemented and taught in the school. The school is finding space for spirituality in the school and it is important that this continues if the school progresses to academisation. She added that the appendix at the end of her report shows how the concepts are implemented.</li> </ul> <p>Q: <b>A governor asked</b> what is happening to market the school for the RC in light of the low nursery roll.</p>	

A: The HT replied that open days are being held along with other outreach initiatives. Previously the school had provided 26 nursery places in both the morning and afternoon sessions but had now shifted their offer to accommodate the statutory entitlement of parents. PH stated that there had been 2 open days with about 20 parents on each. There had been a positive response and they had enjoyed being shown around the school by current pupils.

Q: **A governor asked** if the neighbouring Catholic school had a nursery class.

A: The HT confirmed that it did but it was also low on numbers. She added that low numbers were a general trend across London.

Q: **A governor asked** if more pupils would be added in Y3.

A: The HT replied that the school normally takes an extra 3 pupils per class but this year it is slightly different and there is still a waiting list.

Q: **A governor asked** if adding more pupils was a problem with falling place numbers.

A: The HT replied that if the school did not recruit above its PAN there would be a financial penalty of approximately £15,000.

C: The **Chair commented** that she would review how the proposed model worked in practice and report back to the FGB at the appropriate time.

73.2 Annual review of [School Improvement Plan](#) (RAG rated)

The HT reported that there was nothing specific to highlight but there may be adjustments made towards the end of term. She requested that governors familiarise themselves with the document over summer so that it can be discussed at the strategy day in September. She added that most RAG ratings are green but some things had been derailed for various reasons and these were coded orange and red.

73.3 HT's Figures

The Chair asked if there was anything to note in the presented data.

Q: **A governor asked** what, typically, was absence authorised for.

A: The HT replied it was authorised for sickness or medical appointments or key family events like weddings or funerals.

Q: **A governor asked** if the mayor's pledge on free school meals could be fulfilled.

A: The HT confirmed that it could be both financially and capacity wise because the school has a large kitchen. Also, the improved food had led to a greater uptake.

Q: **A governor asked** if the catering company was meeting the previously agreed KPIs.

A: The HT confirmed that it was.

Q: **A governor asked** if waste was increasing and, in the light of the cost of living issue, whether portion sizes were diminishing.

A: The HT replied that wastage was always an issue and there was no evidence that portion sizes were diminishing.

Q: **A governor asked** if there had been a parental survey on the food.

73.4	<p>A: The HT replied that she and the DHTs were always in the food hall soliciting pupil feedback and if parents let the school know of any issues they would be addressed.</p> <p><a href="#">Provisional 2023 outcomes data</a></p> <p>The DHT (PH) summarised the data which had been placed in Google Drive prior to the meeting. The HT noted that Y6 is a high needs cohort and presents challenges. However, the staff have worked well with the children to overcome the difficulties. The DHT added that this cohort had been affected a lot by the pandemic lockdown.</p>	
73.5	<p><a href="#">Safeguarding parts 1</a></p> <p>The HT noted that the safeguarding governor had made a visit to the school. She added that although the number of incidents may seem large this could be due to better trained staff noticing and reporting more incidents. The staff governor (CC) added that no incident is considered too small to report and this was important so that links could be made..</p>	
73.6	<p><a href="#">Report from the school council</a></p> <p>The Chair asked if there were any questions on this report which had been placed on Google Drive prior to the meeting.</p> <p>Q: <b>A governor asked</b> about the location of Holland House mentioned in the report.</p> <p>A: The HT explained that Holland House is in the City of London and explained its function.</p>	
<b>74</b>	<b>Finance</b>	<b>HT</b>
74.1	<p><a href="#">Approval of final budget</a></p> <p>The Chair reported that the details of the budget had been reviewed in detail by the F&amp;B committee but the FGB is required to collectively approve it. The FGB unanimously approved the budget.</p>	
74.2	<p><a href="#">Three Year Budget 2023-2026</a> and <a href="#">Deficit Recovery Update</a></p> <p>The HT explained that the school was operating with a licensed deficit from LBH and any improvements that can be made to reduce the deficit will be made. The three year budget showed that the school would return to surplus at the end of 2024/25.</p>	
<b>75</b>	<b>Premises/Health and Safety</b>	<b>HT</b>
75.1	<p><a href="#">Premises Update</a></p> <p>The HT reported that Summer works are planned which are detailed in the Finance Report. Other major works in the report (flooring renovations) will be delayed until the school is out of deficit. There are many minor works that the school will undertake in the meantime.</p>	

75.2	<p><u>Approval for ground works and to lay artificial grass around the gazebo costing £17600 (see <a href="#">Finance Report</a>)</u></p> <p>The HT explained to avoid the problem of mud during the winter months in part of the play area it was proposed to lay artificial grass. The school had looked to see if there were more sustainable options but had only identified bark chippings but these come with many associated problems.</p> <p>Q: <b>A governor asked</b> if it was worth contacting the property services department of the LDBS.  A: The HT explained that if there was a better alternative which was environmentally friendly then the school would review it. <b>A governor added</b> that there had been an extensive discussion in the F&amp;B committee which had concluded that artificial grass was the only viable solution.</p>		
75.3	<p>The FGB unanimously approved expenditure to £17,600 for the artificial grass solution or another viable solution if one could be found.</p>		
76	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;"><b>Policy Review</b></td> <td style="width: 30%; padding: 5px; text-align: center;"><b>All</b></td> </tr> </table>	<b>Policy Review</b>	<b>All</b>
<b>Policy Review</b>	<b>All</b>		
76.1	<p>The FGB approved the following policies which had been reviewed previously by the appropriate committees and were largely an update of existing policies. Comments are recorded in <i>italics</i>:</p> <ol style="list-style-type: none"> <li>1. <a href="#">Attendance Policy</a></li> <li>2. <a href="#">Positive Handling</a>. <i>Staff had received 2 sessions of training with a focus on de-escalation.</i></li> <li>3. <a href="#">Intimate Care</a></li> <li>4. <a href="#">Relationships &amp; Sex Education</a></li> <li>5. <a href="#">Accessibility Plan</a>. <i>This was not a policy but was being provided for governors' information and should be read by the end of term.</i></li> <li>6. <a href="#">More Able Children</a> (non-statutory)</li> </ol>		
77	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;"><b>Monitoring visit reports</b></td> <td style="width: 30%; padding: 5px; text-align: center;"><b>All</b></td> </tr> </table>	<b>Monitoring visit reports</b>	<b>All</b>
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77.1	<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"> <li>1. <a href="#">Inspection of Risk Assessments for Residential Trips</a> (PV 21st June 2023)  Q: <b>A governor asked</b> if the residential trip had gone well.  A: The HT confirmed that it had, apart from a little homesickness. The DHT mentioned that initially there had been a safeguarding concern with the venue which had been resolved quickly by the venue and by the HT speaking to parents.</li> </ol>		



78	<b>Training</b>	<b>All</b>
78.1	Governors reported the training undertaken and which had been entered in the <a href="#">training register</a> . The Chair requested that all governors aim to complete 2 training sessions per year. The HT stated that she would circulate details of financial training offered by Entrust.	
79	<b>Any other Business</b>	
79.1	<p>SS requested that some time be spent on the <a href="#">Wellbeing Monitoring Visit</a> conducted by himself and PV on 21st June 2023. The report had been deposited in Google Drive just prior to the meeting.</p> <p>SS reported that following a session with the teaching team there had been two takeaways: communication could be improved and teachers were being approached outside school working hours and being expected to respond almost immediately. It was felt that the parents' association needed to be more supportive of the issues facing staff and probably there was an opportunity to have a joint group discussion in autumn 1.</p> <p><b>The Chair</b> stated that teachers needed to deal with parental emails themselves and <b>asked</b> whether teachers were under pressure to respond. SS stated that some parents are not being considerate of timing and their expectations of teachers. The HT stated that the policy in the staff handbook was that teachers should not look at emails between 5pm and 8am the following day. She continued by giving some examples of unacceptable behaviour by parents. <b>A governor explained</b> that the behaviour of some parents crosses boundaries. For example, they use WhatsApp groups to vent grievances and noted that parents should follow due process. <b>HS explained</b> that the experience of TBS was not unique and that staff should be encouraged not to respond and be provided with appropriate support. <b>The Chair stated</b> that the school should articulate TBS expectations of parents but posed the conundrum of what the school could do in practice. <b>A governor opined</b> that a multiple approach may be more effective than a single pronged approach.</p> <p><b>A governor stated</b> that the parents' association is successful with fundraising but that increasingly their initiatives were encroaching on class time adding to teachers workload and taking curriculum time away. <b>The Chair stated</b> that she would work with the HT and two other governors to find a resolution.</p>	
80	<b>Date of the next meeting</b>	<b>For information</b>
80.1	The next Full Governing Board of The Blue School will meet at <b>7pm on Wednesday 11th October 2023</b> at the School, North Street, Isleworth, Middlesex, TW7 6RQ.	

The meeting moved to Part 2

Meeting finished at 09:15 pm

### Actions Outstanding from the Meeting

Item	Minute	Action	By
1	72.1	Clerk to inform those governors who have yet to fill in the GH evaluation form. Governors to complete the form and return to the Clerk for consolidation.	Clerk/Governors
2	72.2	Confirm register of interests.	Governors
3	72.6	Distribute revised meeting dates for 2023/24.	HT
4	76.1 (5)	Return comments on accessibility plan by EOT	Governors
5	79.1	Work with PA, HT and governors to find a resolution to encroachment on curriculum time with PA initiatives.	Chair
6	79.1	Address parental misuse of WhatsApp with the PA.	HT

### 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 **Tuesday 4th July 2023** 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

Final