



Register of Attendance - Part 1

Name	Position
Stephanie Ajayi ('Chair')	Local Authority Governor <i>Chair of the Full Governing Body</i> <i>Expiration of Term in Office: 06-07-2026</i>
Rachel Jones ('HT')	Headteacher <i>Appointed by virtue of office (Ex-Officio)</i> <i>Expiration of Term in Office: Not applicable</i>
Dave Cokayne (DC)	Vicar-in-charge, All-Saints <i>Appointed by virtue of office (Ex-Officio)</i> <i>Expiration of Term in Office: Not applicable</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>
Stuart Minster ('SM')	Appointee of the LDBS <i>Expiration of Term in Office: 15/11/2024</i>
Sheila Mathews (SMS)	Deanery Synod <i>Expiration of Term in Office: 23/07/2027</i>
Simon Shimmens ('SS')	All Saints Parish Council <i>Expiration of Term in Office: 26-01-2024</i>
PRESENT REMOTELY	
Ruth White ('RW')	St John's Parish Council <i>Expiration of Term in Office: 13-07-2024</i>
APOLOGIES	
Heidi Swidenbank ('HS')	Deanery Synod <i>Expiration of Term in Office: 27-11-2026</i>
Peter Hammer	Deputy Head Teacher (Headship Team)
ADVISOR	
Steve Laffey ('Clerk')	Clerk to the Full Governing Body
OBSERVER	
Nora Wilkinson (NW)	Deputy Head Teacher (Headship Team)

The meeting started at 7.09pm

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

Item	Item title		
24	Opening prayer		
24.1	The Chair asked DC to open the meeting in prayer.		
25	Welcome and introductions	Chair	
25.1	The Chair welcomed all to the meeting, which being quorate, started at 7:09pm.		
26	Apologies received in advance of the meeting and the FGB's acceptance or rejection of any absences	Chair / Clerk	
26.1	Apologies had been received from HS which were accepted and authorised. The Chair stated that PV, whose term was due to finish 24th February 2024, had resigned from the FGB with immediate effect for personal reasons. The FGB thanked him for his service and wished him well for the future. An appreciative gift would be organised by the school.		
26.2	The FGB requested the Clerk to update the register of attendance .		
26.2a	<i>Clerk to update the FGB register of attendance.</i>	<i>Clerk</i>	<i>ASAP</i>
27	Declarations of interest, pecuniary or otherwise and not in the register of interests, in relation to any item on this agenda <i>Governors are reminded that if they have a personal or business interest in any of the agenda items, then it must be declared at the meeting before the agenda item and they must withdraw for that part of the meeting.</i>	All	
27.1	No conflicts of interest were declared by the FGB Governors, other than those already recorded within the Register of Business Interests.		
28	Declaration of any other business not included on the agenda	All	
28.1	The Chair asked if any Governors had any other items to be covered under AOB of the agenda. There were no items declared.		

29	Approval of the minutes from the previous FGB meeting held on 11th October 2023 and any matters arising	All	
29.1	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.		
29.2	The minutes would be signed and dated by the chair and passed to the HT for filing.		
29.3	All outstanding actions were complete with the following exceptions: <ul style="list-style-type: none"> Item 3 (10.3): All committees were requested to review the scheme of delegation and advise any areas which need to be revised. 		
29.2a	<i>File the signed minutes from the previous FGB meeting.</i>	<i>HT</i>	<i>ASAP</i>
30	Approval of the committee meeting minutes	All	
30.1	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.		
30.2	Pay & Personnel Committee 15th November 2023. <i>No issues of significance were reported.</i>		
30.3	Finance & Buildings Committee 15th November 2023. <i>The final audit report still had not been received from the LBH.</i>		
30.4	Curriculum Committee 15th November 2023. <i>No issues of significance were reported.</i>		
31	Chair's Items	All	
31.1	Discussion of Health Check from GH The results were available and the chair stated that she felt that these gave limited information because there were only 7 responses and many new governors. It was noted that the document formatting had shifted which had wrongly represented some answers; this had now been corrected. She stated that the survey would be re-run at the end of summer term. She added that if any governors did not understand any aspects of governance they should speak to her or the HT.		
31.2	Confirm the FGB Terms of Reference (TOR) for academic year 2023/24 These were unanimously approved by the FGB.		

31.3	<p><u>Appointment of vice-chair from 25th February 2024</u> With the immediate resignation of PV a new vice-chair was required. The Chair stated that governors interested in the role should email her and this would be an agenda item for the March 2024 FGB meeting. LN expressed an interest in the role. Some governors expressed the view that they had anticipated the appointment being made at this meeting.</p>
31.4	<p><u>Vision & Mission (LN/NW)</u> The Chair stated that LN and NW had done work on this which was based on the training they had received from the LDBS on the new SIAMS framework. The school vision had last been revised in 2020 and had informed the mission statement; it underpinned all school life. NW explained that there is a focus on the outworking of the vision within the new framework and there was a recommendation for a 50 to 100 word statement to capture the vision. The draft proposal by the RE lead had been presented to the SLT with the support of LN. C: The Chair commented that the vision ought to be driven by the FGB. A: LN replied that the statement had been reviewed by the curriculum committee and was being brought to the wider FGB for wider review so that all governors could be aware of the scriptures quoted. C: The HT stated that under the SIAMS inspection review a key element of the Christian vision is that the school is inclusive. Q: A governor asked if the school would be excluding non-Christians. A: The Chair stated this was the opposite of inclusivity. DC stated that the revised vision was not about making pupils Christian but it was a vision articulating Christian values.</p> <p><i>Clerk's note #1: CC left at 7:35pm</i></p>
31.5	<p>The Chair asked that the thanks of the FGB be passed on to the RE lead. The Chair stated that it was important for governors to reflect on the vision statement before passing it through to the staff for comment. Any comments governors had on the vision were to be sent to NW by 2nd February 2024 for incorporation. The statement could then be ratified at the March FGB meeting.</p>
31.6	<p><u>Confirmation of the admissions arrangements 2024/25</u> The Chair stated that these have to be published every year. Q: A governor asked if the criteria needed to be more open. A: The Chair stated that the criteria were applied by Church affiliation and was not exclusively Anglican. She added that the admissions committee would be meeting on 16th January 2024.</p>
31.7	<p><u>Formal Collaboration - update</u> The Chair stated that with the HT retiring at the end of the academic year it had been opportune for TBS to explore partnership options. The Chair had engaged with the LDBS but it had not been possible to find a suitable partner at this time. Consequently, it was not possible to progress any option. Essentially, the questions to be addressed were: how a partnership arrangement would work and with whom</p>

	<p>it would take place. TBS needed to understand what it would look like and to be comfortable with any arrangement made.</p> <p>Q: A governor asked if other schools might approach TBS.</p> <p>A: The Chair stated that this was possible but an important consideration was whether prospective schools shared that same vision as TBS.</p> <p>C: A governor commented that a benefit in finalising the vision statement was that other prospective joining schools would be aware of it.</p> <p>C: The HT commented that the LDBS have divided the geographic areas for potential collaboration illogically detaching Ealing and Hounslow which have several years of collaborative experience. Additionally, LDBS would need to give ultimate approval for any arrangement.</p> <p>31.8 The Chair concluded by saying that there was a long way to go and TBS would not be progressing a collaboration for the time being. A governor commented that although he was ‘not a fan of academisation’, he accepted it as inevitable and there was a benefit in being in the vanguard of any initiatives.</p> <p>31.9 <u>Re-appointment of SS as All Saints Parish Council governor</u> This was unanimously approved. The Clerk asked that the PCC inform the school after they also approved the appointment on 16th January 2024.</p> <p>31.10 <u>Re-appointment of LPW as a co-opted governor</u> The Chair stated that LPW had expertise in early years and nursery provision as well as safeguarding. This expertise would be beneficial to the FGB in the coming years as the school faced many challenges in these areas. A re-appointment of a 4-year term was unanimously approved.</p>		
32.0	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Headteacher’s Report (Written)</td> <td style="width: 30%; text-align: center; padding: 5px;">HT</td> </tr> </table>	Headteacher’s Report (Written)	HT
Headteacher’s Report (Written)	HT		
32.1	<p>The HT had placed the HT's Report to the FGB (Written) in Google Drive prior to the meeting and highlighted the following points:</p> <ul style="list-style-type: none"> ● The school has done significant work on collective worship. ● There have been many charity events with the national and local charities benefiting being selected by the pupils. The HT noted that the pupils are encouraged to be courageous advocates. ● The school had held a Remembrance service and thanks passed to NL (governor) for accompanying Blue School pupils to the Isleworth Remembrance Service. <p>Q: A governor asked if 15 adults visiting the school on each occasion for admissions visits was normal.</p> <p>A: The HT stated that this was a good response and the school was following up with other people who had booked. They had also asked the clergy to remind their parishioners of the closing date for admissions.</p> <p>The FGB recognised, by giving a vote of thanks, the hard work by the finance officer (HW) in pursuing potential admissions.</p>		

32.2	<p><u>Review of School Improvement Plan (RAG rated)</u> This had been placed in Google Drive prior to the meeting. The HT stated that the RAG rating was up to date so that progress can be seen; it is progressing well.</p>
32.3	<p><u>HT's report figures</u> The HT reported that these needed some corrections and would be re-issued in a week. She noted that attendance was excellent.</p>
32.4	<p><u>Pupil premium grant (PPG) Report</u> This had been reviewed in the curriculum committee. The report shows both the outcome for this year and the plan for next year.</p>
32.5	<p><u>Safeguarding Report Part 1</u> The report had been compiled by the DSL. There is a good size team and there is supervision for team members to support them.</p> <p>Q: A governor asked what was meant by restraint. A: The HT stated that the school prefers the term positive handling because the techniques are only used for safety. Restraint reflects the terminology in CPOMS and is used to describe whenever a pupil has physical intervention.</p> <p>Q: A governor asked about the 'concern in school category and if the number of 30 was a concern. A: The HT stated that this category covers incidents such as behaviour and attitude.</p> <p>C: LPW stated that this linked to her recent safeguarding visit where there were concerns about the number of behavioural incidents rising over a 3-year period. She noted that staff are confident about recognising and reporting incidents. She praised the work of the lead DSL (JK) and recommended governors to revisit his presentation from the strategy day.</p> <p>Q: A governor asked if there was any tracking of the correlation between restraint and behaviour. A: The HT confirmed that there was if behaviour was linked to special needs. Alongside that, there are aspects linked to safeguarding such as having extra adults in class.</p> <p>A governor commented that she had a particular concern about a Y3 class and the impact on general class behaviour in a mixed class. A: The HT stated that she appreciated the parental concern. The issue the governor was referring to was about resolving fundamentals and the class teacher was receiving support. Additional staffing has been added to help keep children safe and behaviour plans are also in place.</p>
32.6	<p><u>LA External Visit Report</u> The visit has not taken place yet so no report is available.</p>
32.7	<p><u>Report from the School Council</u> The HT reported that the report had been placed in Google Drive prior to the meeting and governors were invited to raise questions with her directly.</p>

33	Finance	HT
33.1	<p><u>Update on year to date</u> The HT reported that the budget had been reviewed in depth at the recent Finance & Buildings Committee meeting. The figures for period 8 (P8) had been run today and the HT stated that there would be a big change in P9 when the backdated pay from the pay awards was applied for staff. She added that backdated pay is not itemised in the reports and this can affect the school's ability to provide fully accurate financial forecasts. The HT reported that she is not authorising any non-essential spending. The HT added that there will be greater clarity when the school receives the P9 figures which will be reviewed in early January.</p> <p>The HT identified the following risks to delivering the budget:</p> <ul style="list-style-type: none"> • Miscalculation of teachers' salaries • The nursery is just about breaking even but the cohort does flow through to the reception class and it was the HT's recommendation that the nursery be maintained for this reason. <p>Q: A governor asked if there was any marketing for the nursery. A: The HT confirmed that the school did this but could consider how to do so more creatively. She suggested that a working group be established in the new year to look at different options to progress this and invited interested governors to put themselves forward. The Chair suggested moving this forward at the next FGB.</p>	
34	Premises/Health and Safety	HT
34.1	<p><u>Premises Update</u> SS referred to his H&S 7th November 2023 monitoring report when he had met the facilities manager. He reported that the facilities manager was very capable who approaches issues by considering the pupils' perspective. The facilities manager has progressed much during the last year including the installation of new flooring and repairing the pencil fence in the playground. SS suggested that the facilities manager needs to communicate with the developers of the adjacent site. The HT confirmed that communications are already in place. He commented on the need to renovate the area in front of the nursery which is not in keeping with the rest of the school. The HT confirmed that this is planned when funds are in place.</p>	
34.2	<p>The FGB requested that the HT write to the facilities manager recognising his good work had been noticed and appreciated by them.</p>	
34.3	<p><i>Clerk's note #2: SM left at 8:37</i></p>	
35	Policy Review	All
35.1	<p>Before the policies were reviewed there was a short discussion on which policies ought to be reviewed by the FGB and whether or not operational policies needed to be presented for FGB approval. It was decided that this required a fuller discussion and ought to be an agenda item for the next strategy day.</p>	

35.2	<p>The FGB unanimously 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"> 1. Special educational needs and disability (statutory) 2. Data Protection Policy, including: <ol style="list-style-type: none"> a. Protection of biometric information of children in schools and colleges b. School Privacy Notice - Visitor Information c. School Privacy Notice - School Workforce d. School Privacy Notice - Job Applicant e. School Privacy Notice - Supply, Consultant and Contractor Information f. School Privacy Notice - Governors g. School Privacy Notice - Parents h. CCTV i. Data Breach Procedure j. Cookie Policy k. Subject Access Request Procedure l. Right of Erasure Request Procedure m. Data Retention n. Images Policy 3. Freedom of Information Policy 4. Health & Safety Policy 5. Finance Operational Procedures <i>Provided for information only</i> 6. Sport Premium Annual Plan and Report <i>Provided for information only</i> 7. Pupil premium grant (PPG) Report <i>Provided for information only</i> 8. CPD Policy <i>Provided for information only</i> 9. Staff Recruitment & Retention Policy <i>Provided for information only. It was noted that the policy contained the option for staff to be offered an exit interview with a governor.</i> 10. Mobile Phone Policy <i>Provided for information only. A governor raised the point about the policy covering the subscription to communication groups for staff members who are also members of other overlapping community groups. The HT stated that these protocols are covered in the staff handbook.</i> 		
36	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Monitoring visit reports</td> <td style="width: 30%; padding: 5px; text-align: center;">All</td> </tr> </table>	Monitoring visit reports	All
Monitoring visit reports	All		
36.1	<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. EYFS 22nd November 2023 (RW). <i>The playground in front of the nursery will be resurfaced when funds become available.</i> 2. SIAMS 15th November 2023 (LN). <i>Thanks to NW and LN were noted for her work in this area.</i> 3. SCR Review 21st November 2023 (HS). <i>This contained good recommendations and actions for the office manager.</i> 4. Safeguarding Review 21st November 2023 (LPW) The school is providing a safe place in which the children can learn. LPW stated that it would be useful to refer back to the presentation made by the designated safeguarding lead (DSL) at the strategy day who should be commended for the team structure that he had established. 5. H&S 7th November 2023 <i>Covered in item #34.1 of these minutes.</i> 		

37	Training	All
37.1	Governors were requested to update the Governor Training Register 2023 to 2024 with any training undertaken or inform the Clerk who would do so on their behalf. The Clerk was requested to determine if there was any cost to the school for training offered by the LBH and the LDBS.	
38	Any other Business	
38.1	There were no matters raised under this item.	
39	Date of the next meeting	For information
39.1	The next Full Governing Board of The Blue School will meet at 7pm on Wednesday 13th March 2024 at the School, North Street, Isleworth, Middlesex, TW7 6RQ.	
	The meeting moved to Part 2	

Meeting finished at 09:07 pm

Actions Outstanding from the Meeting			
Item	Minute	Action	By
1	29.3	All committees to review the scheme of delegation and advise any areas which need to be revised.	All committees
2	31.1	Re-run GH Health Check during summer term.	Clerk
3	31.5	Return comments on the vision statement to NW by 2nd February 2024.	Governors
4	31.9	All Saints Church PCC to inform the Clerk when the appointment of SS as their governor is approved. I	SS
5	33.1	Agenda item for the March FGB to receive a report from the adhoc working group to market the nursery provisions.	Clerk
6	34.2	HT to write to the facilities manager recognising his good work had been noticed and appreciated by the FGB.	HT
7	35.1	Policy review to be an agenda item at the next strategy day meeting.	Clerk

Actions Outstanding from the Meeting

8	37.1	Determine if there was any cost to the school for training offered by the LBH and the LDBS	Clerk
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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 6th December 2023** at 7pm at the school premises.

Signed:

Date:

Stephanie Ajayi
Chair of the Full Governing Body
The Blue School