



Governing Board (GB) Meeting 29 Minutes

Date: Thursday 20th September 2018

Venue: St Mary's Hampton C of E Primary School, Oldfield Road, Hampton, TW12 2HP

Present:

Governor Category	Name	Additional Information	End of Term
Ex-officio	Matthew White (MW)	Headteacher	Ex-officio
St Mary's Hampton PCC appointee (7)	Alan Jackson (AJ)	Co-Chair of Governors; Chair, PPCC	14 Nov 2020
	Mary Collins (MC)	Vice Chair of Governors	14 Nov 2020
	Vera Macrae (VM)	Chair, TLC	14 Nov 2020
	Norma Beresford (NB)	Vice Chair, TLC	14 Nov 2020
	Andrew Parish (AP)	Chair, Resources Committee	31 March 2022
	Kel Razza (KR)		11 March 2022
	Revd. Ben Lovell (BL)	Vicar, St Mary's Hampton Church	Ex-officio
LDBS	Yvonne Lincoln (YL)	Co-Chair of Governors; Vice Chair Resources	31 March 2022
Parents (2)	Glen D'Sa (GD)		9 Oct 2020
	Robert Hodges (RH)		26 Nov 2021
Co-opted (up to 3)	Jennifer Walker (JW)	SEND & Wellbeing Governor	6 Sept 2021
Staff (1)	Amy Nesbit (AN)	Year 4 Teacher	13 Oct 2020

Also attended: Clare Struthers (CS) Clerk

Minute	Discussion & Decisions
286	YL welcomed everyone to the meeting at 7.30 pm and AJ opened with a reading from Mark's Gospel and a prayer.
287	YL said that no apologies for absence had been received and thanked all governors for attending.
288	Declarations of Interest: AP, RH, BL, and VM said that their children/grandchildren attend wrap around care with KOOSA Kids.
289a	The minutes of the meeting held on 12th July 2018 were AGREED as a true and accurate record and were SIGNED by YL after the meeting. ACTION CS: Email signed minutes to Nikki McLachlan – publish on website ACTION AN: Display copy of minutes – staff room
289b	Matters Arising from the meeting held on 12th July 2018 (274a) YL said that Tiffany Jackson-Davey (HR co-opted governor, resigned with effect from July 2018) had decided not to provide a resignation report, as she felt she had expressed her views at the July meeting and had nothing further to add. (274a) Safeguarding Link Governor Training: BL said that he was waiting clarification from AfC regarding whether it was necessary for him to attend a level 2 safeguarding course prior to attendance on the level 3 course, having already attended the 'Safeguarding – The Governing Board's Role' event facilitated by AfC.

	<p>(274b) Risk 3e – Safety Around School Perimeter AP said that he had contacted Paul Adams (parent advising on the travel plan) and that they had agreed to meet to formulate an action plan. AP CONFIRMED the issue of parking had been included in the school’s travel plan. MW said that bronze accreditation was now in place, which governors were pleased to hear. <i>JW joined the meeting at 7.36 pm, apologising for her late arrival</i></p> <p>(274c) MW CONFIRMED that the ‘governors@’ email address had been set up and would arrange for these emails to be received by CS (as Clerk to the Governing Board).</p> <p>(274d) YL noted that there was now one meeting date to be finalised for the current academic year (see minute 290I).</p> <p>(275a) Communication Working Party RH said that the statement of work was in place and that the first meeting had been arranged for Monday 1st October 2018. RH said that the intention was for the working party to meet three times prior to reporting their recommendation(s) to the November FGB. Governors thanked RH for leading this group and looked forward to receiving the outcome of their discussions.</p> <p>(276c) Staff Appraisal Policy YL said that ideally she would like the policy to have a little more detail in some sections and would discuss her queries with MW for future revisions. Governors RATIFIED the policy for this year. <p style="text-align: right;">ACTION CS: Save Policy to N Drive/SharePoint ACTION MW: Advise staff team</p> <p>(276c) Physical Restraint Policy: CS CONFIRMED that the wording AGREED at the previous meeting had been included in the policy, which was now published on the website.</p> <p>(278) Level of Safeguarding Training completed by Kick London Mentors CS said that the Kick London Safeguarding Policy was saved on SharePoint with the papers for the meeting, which YL encouraged governors to read if they had not yet had an opportunity to do so (bearing in mind it had only been circulated that day). MW explained that point 7 in the policy answered the query; staff completed safeguarding training at least annually and as part of the induction process. A governor noted that from his experience Kick London presented themselves as a very impressive company and this safeguarding policy supported that impression. <p style="text-align: right;">ACTION ALL GOVERNORS: read Kick London Safeguarding Policy</p> </p></p>
<p>289c</p>	<p>Part 2 Minutes of the Meeting held on 12th July 2018 for accuracy</p> <p>The minutes of the meeting held on 12th July 2018 were AGREED as a true and accurate record and were SIGNED by YL after the meeting. BL and AP thanked CS for having prepared a set of minutes that very accurately reflected the lengthy discussion.</p>
	<p>Governance Matters</p>
<p>290a</p>	<p>GB Elections Co-Chairs of Governors CS said that nominations had been received from YL and BL. These nominations were proposed by KR, seconded by AJ and unanimously supported by all governors present at the meeting.</p>

	<p>On behalf of governors, YL thanked AJ for his commitment to the co-Chairing role saying that the Board were indebted for his contribution. YL recognised that AJ had fulfilled the co-Chairing role during a difficult time for both himself personally (due to ill-health and the associated medical treatment) and the school, as the Headteacher had left under confidential circumstances. YL thanked AJ for his reliability and scrupulous attention to detail, as well as his wisdom and availability to discuss matters of governance. YL said that AJ would be sadly missed in his role as co-Chair, but was pleased that he was willing to continue as the chair of the P&P committee and as one of the safeguarding link governors.</p> <p>AJ thanked YL for having shared the chairing role and governors for having supported the co-Chairs. AJ wished BL well as co-Chair.</p> <p><i>(After the meeting:</i></p> <ul style="list-style-type: none"> • <i>CS liaised with Denise Parker (Office Manager) regarding updating Get Information About Schools (GIAS). This was not necessary as it is not possible to record co-Chairs on this database and YL was already recorded as the Chair of the GB.</i> • <i>As BL had been elected as co-Chair and in line with the Articles of Association, the necessary action was taken for BL to be appointed as a member of the company, Hampton St Mary Academy Trust.)</i> <p>Vice Chair of Governors:</p> <p>YL said that one nomination had been received from MC, who was proposed by YL, seconded by AP and unanimously supported by all governors present at the meeting. Governors thanked MC for continuing in the Vice Chair role.</p>
<p>290b</p>	<p>Standing Orders 2018-19</p> <p>CS CONFIRMED that Ammar Ahmed was now the Assistant Company Secretary (having been appointed by the members at the March 2018 AGM) and said that the reference to Amy Norton would therefore be deleted from the Standing Orders.</p> <p>Governors were provided with a copy of the appendix, ‘Governing Board Open Meeting Protocol’ that had been added to the Standing Orders and would be signed by an observer, if given approval to attend a full governing board meeting. Governors recognised that it would be worthwhile for the clerk to reiterate the contents of this protocol with the observer prior to the meeting and to explain that any subsequent queries regarding the matters discussed at the meeting should be directed to the Chair of the meeting.</p> <p>Governors discussed the importance of the Clerk explaining to an observer that the official record of the meeting was the minutes that were approved at the next meeting of the Governing Board and that no other record should be made. In addition, a governor pointed out that the way communications were handled by all members of the school community, including observers to governors’ meeting, should be incorporated in the communication policy to be developed.</p> <p>Governors noted that as the minutes of the full governing board meetings would now be published on the website, it would be possible for any interested party to ascertain the date of their next meeting from the minutes.</p> <p>In the interest of openness, governors AGREED the protocol should be published on the website.</p> <p>ACTION CS: Liaise with Nikki McLachlan – publish on website – governors’ minutes page</p> <p>Governors AGREED the 2018-19 Standing Orders.</p> <p>ACTION CS: Save Standing Orders to SharePoint</p>

<p>290c</p>	<p>Statement of Delegated Authority 2018-19</p> <p>CS noted that the Performance Management section (page 4) had been generalised to include all staff, as this reflected the working practice of the school.</p> <p>A governor asked whether each pupil attended collective worship or whether there were any exclusions. MW said that he had not received any parental requests for their child(ren) to be excluded and therefore all children were attending collective worship. MW also said that the school's ethos of all children attending collective worship was explained, while it was recognised and respected that parents had the right to ask for their child(ren) to not attend collective worship.</p> <p>Governors therefore AGREED that 'subject to the conditions of the 1944 Education Act' should be added to the statement on page 6 of the Statement of Delegated Authority.</p> <p>Governors AGREED the 2018-19 Statement of Delegated Authority with the additional wording regarding Collective Worship.</p> <p style="text-align: right;">ACTION CS: Update wording re Collective Worship ACTION CS: Save Statement of Delegated Authority to SharePoint</p>
<p>290d</p>	<p>FGB Terms of Reference 2018-19</p> <p>A governor noted that under 4a 'Development Fund' should replace 'Governors Fund'. With this update, governors AGREED the terms of reference, which were signed by YL after the meeting.</p> <p style="text-align: right;">ACTION CS: Save FGB Terms of Ref to SharePoint</p>
<p>290e</p>	<p>Governor Roles 2018-19, including:</p> <p>Governors APPOINTED GD to join AJ and YL as the members of the Leadership Appraisal Group for the academic year. As a new member of this group, GD AGREED to attend the relevant training. <i>(After the meeting, GD booked to attend the AfC training course 'Headteacher's Performance Appraisal' being held on Tuesday 25 September.)</i></p> <p>The following changes to the Link Governor Roles were AGREED:</p> <ul style="list-style-type: none"> • RH – e-safety & communication • KR – Whistleblowing • GD – PE & Sports Premium. <p>MW AGREED to provide GD with the notes of his discussion with Tiffany Jackson-Davey (TJD, former link governor) in the summer term regarding the school's use of the sports premium. ACTION MW: notes of SP link governor meeting – email to GD</p> <p>Governors recognised that as TJD had resigned, there was now an HR skills gap on the GB. AJ pointed out that the school received an excellent service through the LDBS HR SLA and the school's HR adviser, Robert Bullett (RB) would be invited to attend the next Personnel & Pastoral committee meeting to present the updated Pay Policies. <i>(Since the meeting, RB has confirmed he is unable to attend the October P&P meeting, but will ensure the committee are fully briefed on the limited changes to the Pay Policies.)</i></p> <p>AJ noted that the link governors for looked after children (LAC) were NB and JW, which should be reflected in the Safeguarding and Child Protection Policy. ACTION MW: Ensure NB & JW named as link governors for LAC</p> <p>Governors AGREED the link governor roles. ACTION CS: Update the Link Governor Roles doc – save to SharePoint</p>

290f	<p>Governors RATIFIED the Conflict of Interest Policy.</p> <p style="text-align: right;">ACTION CS: Save policy to SharePoint & N Drive</p>
290g	<p>Committee Structure / membership 2018-19</p> <p>The committee Chairs were APPOINTED as:</p> <ul style="list-style-type: none"> • Andrew Parish – Chair of Resources • Alan Jackson – Chair of Personnel & Pastoral • Vera Macrae – Chair of Teaching & Learning. <p>A governor suggested that the Chairs of the Resources and Teaching & Learning committees were invited to attend a meeting of the Personnel & Pastoral Committee if there were items on the agenda that were relevant to the respective committees. Governors AGREED the Chairs of each of the committees should be invited to attend any one of the three committees if there were items to be discussed that were relevant to their committee, and in such circumstances, the invited Chairs would not have voting rights at that particular meeting.</p> <p>Governors AGREED it was the Chair of the committee who decided whether another Chair should be invited to the meeting; although, should one of the Chairs wish to attend another committee meeting, s/he could, of course, approach the Chair themselves.</p> <p>Governors noted that as Ben Lovell was now a co-Chair of the Governing Board, he would be an ex-officio member of the Resources committee.</p> <p>Governors AGREED the committee structure and membership for the 2018-19 academic year.</p> <p style="text-align: right;">ACTION CS: Update the Committee doc – save to SharePoint</p> <p>Committee terms of reference had been circulated with the papers for the meeting and the following points were discussed:</p> <p>Resources</p> <p>Point 4: Governors’ Fund to be replaced by Development Fund.</p> <p>A governor pointed out that in line with the 2018 Academies Financial Handbook, more than half the governors on the Board should be members of the Resources Committee. Governors therefore AGREED that with the potential maximum number of governors on the Board being 15, point 5 of the terms of reference should read ‘up to seven additional governors appointed by the Governing Board’.</p> <p>Teaching & Learning: A governor noted that English as an Additional Language should be mentioned under point 4 regarding the core responsibility of the committee (as well as being included at point 12 as part of Individual Responsibilities).</p> <p>Governors AGREED Music and Art should be referred to as the Creative Arts in the terms of reference (rather than the school’s specialism).</p> <p>Personnel & Pastoral: The terms of reference circulated with the papers for the meeting were AGREED.</p> <p>With the above changes, governors AGREED the committees’ terms of reference for the 2018-19 academic year. After the meeting, the Chairs of each of the committees signed the respective terms of reference.</p> <p style="text-align: right;">ACTION VM/CS: T&L Autumn Mtg Agenda – school’s specialism ACTION CS: update terms of ref & save to SharePoint</p>
290h	<p>Governance Documents for Signature</p> <p>Annual Declaration of Interest Form: CS said that the register of interests would be prepared and published on the website.</p>

	<p>Governors' Code of Conduct 2018-19: ALL governors CONFIRMED having read the code of conduct by providing a signed copy.</p> <p>ICT User Agreement Form (new requirement in line with GDPR): All governors provided a signed copy of the agreement, which were counter-signed by MW after the meeting.</p> <p>CS noted that the Asset Management Recording Policy was a new policy that had been included on the policy list at the end of the agenda.</p> <p style="text-align: right;">ACTION CS: Prepare Register of Interests</p>
<p>290i</p>	<ul style="list-style-type: none"> • Annual Agenda Plan 2018-19 • Policy Schedule <p>CS said that these had been circulated for governors' information – both documents were saved on SharePoint for their future reference.</p> <p>Governors thanked CS for preparing these documents and for keeping the policy schedule up-to-date; both were very useful in terms of planning the committees' and Board's work throughout the year.</p>
<p>290j</p>	<p>Governors RATIFIED the:</p> <ul style="list-style-type: none"> - SEND Information Report, which would be published on the school's website. - Breach Management policy. <p style="text-align: right;">ACTION CS: Ensure SEND Information Report & Breach Management Policy published as appropriate</p>
<p>290k</p>	<p>Governor Training: The AfC training schedule for 2018-19 had been circulated with the papers for the meeting.</p> <p>YL encouraged governors to attend at least one course during the year.</p> <p style="text-align: right;">ACTION ALL GOVS: Review training schedule – attend 1 session during the year</p>
<p>290l</p>	<p>Dates to be ADDED to the Annual Governors' Calendar</p> <p>Governors Evaluation: YL thanked governors for completing the self-evaluation form from which herself, AJ and MC had developed an evening's discussion (as per the report circulated by email). Governors AGREED this evaluation discussion should take place on 15 November (although they did recognise that ideally the Evaluation would take place earlier in the school year).</p> <p>Governor Visits</p> <p>YL encouraged governors to liaise with MW to arrange a visit in line with their link responsibilities and to provide a written report in the format provided in the 'Governors & Staff Working Together Protocol' (saved on SharePoint). After having been agreed with MW and the relevant member of teaching staff, the governor visit report should be presented to the appropriate committee.</p> <p>NB said that the autumn term SEND governor visit was taking place on Friday 12th October.</p> <p>Governor to attend Pupil Progress Meetings in autumn 2 on Tuesday 30th October (as discussed at the summer term Teaching & Learning Committee meeting)</p> <p>VM said that this was a really valuable opportunity to understand more fully the school's approach to improving outcomes for all children. KR AGREED to attend and would liaise with MW beforehand regarding the timing, and with CS regarding the governor visit report to be provided.</p> <p style="text-align: right;">ACTION MW & KR: Timing – PPM – Tues 30 October ACTION KR: email governor visit report to CS</p>

	<p>MW CONFIRMED that the school's Vision Evening was taking place on Thursday 11 October; parents would be invited to come for cheese and wine from 7pm with the presentation starting at 7.30pm. BL and RH said that they would be in attendance. As part of this, the idea of forming a parent forum would be presented.</p> <p>PTFA meeting dates (for governor representation) ACTION MW: PTFA meeting dates to CS to include in governors' calendar</p>
290m	<p>2017-18 Annual Report AJ and GD thanked CS for preparing the first draft of the narrative sections circulated with the papers for the meeting. CS said that the draft was to be provided to the auditors by the end of September and after the discussion at item 7 on the agenda, the SDP priorities would be added to the report.</p> <p>Governors AGREED to feedback their comments on the draft narrative to CS by Wednesday 26 September. ACTION ALL GOVERNORS: Feedback on draft 2017-18 Annual Report narrative to CS by Wed 26 Sept</p>
290n	<p>Risk Register YL said that the register would be reviewed at the autumn term committee meetings.</p>
	<p>Policies</p>
291a	<p>Governors noted that the following updated statutory guidance had been circulated with the papers for the meeting:</p> <p>2018 Academies Financial Handbook CS said that 'The Musts' were Annex C (pages 45-51) to the document. A separate document of the 'Key Changes' had been circulated.</p> <p>AP noted that transactions with 'related parties' had really been tightened up. BL noted that if the Board met less than six times a year it must describe in its governance statement (as part of the Annual Report) how it maintained effective oversight of funds with fewer meetings. As the finance link governor, GD added that in line with the new requirement, monthly financial monitoring was now possible in line with the financial reporting system developed during the previous academic year.</p>
291b	<p>Keeping Children Safe in Education (KCSIE) Sept 2018 The full document, part 1 and the 'Need to Know Changes' to Statutory Guidance had been circulated with the papers for the meeting. AJ reminded all governors of their responsibility for safeguarding and that as part of this they were required to read the whole of the KCSIE statutory guidance. Therefore, governors would be asked to sign a declaration confirming having read KCSIE September 2018 at the November FGB.</p> <p>ACTION ALL GOVERNORS: Read KCSIE September 2018 ACTION CS: Agenda Nov FGB – KCSIE declaration for signature</p> <p>AJ updated governors on the key changes. AJ said that the most significant change was that the Data Protection Act (DPA) 2018 and GDPR did not prevent, or limit, the sharing of information for the purposes of keeping children safe. Ensuring the welfare of children was of paramount importance and if information was needed to do so, it would not be considered a breach. AJ said that there was an increased emphasis on peer-on-peer abuse and sexual exploitation. AJ said that in this guidance there was reference to three safeguarding partners the LA, police and commissioning groups; there was no reference to schools. Until this new safeguarding partnership system was in place, the school would continue to work with the LCSB (Local Children's Safeguarding Board), which would be phased out in</p>

	<p>time. AJ said that staff were no longer required to make a declaration of disqualification by association.</p> <p>AJ said that the annual safeguarding report would be presented to the autumn term Personnel & Pastoral Committee meeting.</p> <p>Governors discussed the updating of the school's Safeguarding and Child Protection Policy in line with KCSIE September 2018. AJ explained that the school intended to adopt the AfC Model Policy. After discussion, and in view of the fact that the next FGB was not until 15th November, YL and BL AGREED to review the draft policy at the next Head and Chairs meeting. The Safeguarding and Child Protection Policy would then be circulated to all governors for final approval by email, but with the opportunity to make comments within a one-week period.</p> <p style="text-align: right;">ACTION YL & BL: Review Safeguarding Policy – Head & Chairs ACTION CS: Circulate Safeguarding Policy to ALL Governors – ratify by email</p> <p>YL said that she would like to find time on an agenda during the year for governors to consider the questions a Board should know the answers to in terms of KCSIE (initially raised at P&P spring 2018 meeting), although this was possibly unlikely.</p>
291c	<p>Policies to be reviewed for the Autumn Term Committee meetings</p> <p>FGB</p> <ul style="list-style-type: none"> ● Admissions 2020 (to be ratified at November FGB; see discussion at minute 293a) <p>Resources</p> <ul style="list-style-type: none"> ● Governors' Expense Policy & Procedure ● Staff Expenses ● Finance Manual ● Lettings ● Debt Recovery ● First Aid ● Mobile Phones / Social Media (new policy) ● Asset Management Recording (new policy sited in ICT Agreement) <p>Personnel & Pastoral</p> <ul style="list-style-type: none"> ● Safeguarding & Child Protection Policy (to include Safeguarding Protocol for Work Experience Students) ● Looked After Children ● Use of Photographic & Video Images ● Safeguarding Annual Report, including Audit ● Equality Objectives (to be reviewed & published) ● Attendance ● Staff Handbook (for governors' information) ● Safer Recruitment (Disqualification by Association no longer required) ● Capability of Staff (LDBS Model Policy, Sept 2012) ● Grievance & Discipline Procedures (LDBS Model Policy, Sept 2014) ● Managing Staff Sickness Absence (LDBS Model Policy, Sept 2014) ● Redundancy Procedures (LDBS Model Policy, March 2014) ● Pay Policies (Teaching & Non-teaching) ● Staff health & wellbeing <ul style="list-style-type: none"> ○ new sections to add Stress Management & Mental Health

	<ul style="list-style-type: none"> Whistleblowing <p>Teaching & Learning</p> <ul style="list-style-type: none"> <i>PSHCE</i> <i>Curriculum & Assessment</i> <i>Sex Education & Relationships</i> <p>ACTION MW: To Review Policies list above in time for the autumn term committee meetings</p> <p><i>(Note: Policies in italics are operational, approved by the Headteacher and reported to committee for governors' information, as detailed in the policy schedule)</i></p>
<p>292</p>	<p>Draft 2018-19 School Development Plan</p> <p>MW said that this was based on six priorities borne out of discussion with staff, the School Improvement Partner (Karen Feeney) and diocesan advisers. MW talked through the priorities (typed in blue), the main points of which are as follows.</p> <p>To improve outcomes for all children in writing, including the standard of handwriting and presentation. MW said that this priority had been derived from the previous academic year's data; the outcomes for Key Stage 1 and the internal tracking for Key Stage 2 had revealed a dip in the standard and quality of writing. MW explained that this would be achieved through staff training, writing interventions, and SLT monitoring activities. The outcome from which would inform the staff appraisal process. MW said that strategies had been put in place to target all aspects of writing, including handwriting and presentation. MW reminded governors that presentation had been identified as an area of improvement in the last Ofsted report. This target would be led by AN and Lucy Hargreaves (LH), the phase leaders for each of the key stages.</p> <p>To continue to improve outcomes for children entitled to the Pupil Premium Grant. MW said that this target had been developed in consultation with Karen Feeney and was a borough-wide theme. MW explained that there were 17 PPG children in the school, which equated to approximately £22K of funding. MW said that the aim was to close the gap for the PPG children by identifying the barriers to learning and putting in place a strategy to successfully overcome these, so the children made good or better progress. The lead on this target was Lucia Freeman (LF, Deputy Headteacher) as the Inclusion Manager.</p> <p>To improve and develop subject leadership across the school. MW explained that there was now capacity for effective subject leadership within the teaching staff team. MW said that subject leader files had been created, which would make it possible to hold each subject leader to account. Teachers were expected to develop a subject action at the start of the academic year, which would be shared with the team and an update given at the end of each term. MW explained that the subject leaders' files contained a detailed log so that all activities were recorded and this information would form part of the performance management process.</p> <p>In reply to a governor, MW CONFIRMED that there was now capacity for all subjects to have a designated leader and AGREED to provide governors with the names for each of the link areas. MW said that LF was leading this target.</p> <p>ACTION MW: Provide list of subject leads to CS – save to SharePoint</p> <p>MW said that in the future he would like staff to either attend the relevant committee meeting to report on their lead subject or to provide a report. Governors AGREED this was a good idea.</p> <p>To begin to embed the new leadership structure across the school. MW explained that LF, as the Deputy Headteacher, was now the school's Inclusion Manager and had responsibility for leading the PPG strategy. For the current academic year, Sarah Creegan would continue as Interim SENCo one day</p>

	<p>a week to share her expertise in this area. In addition, AN and LH's role as Phase Leaders would be embedded, in terms of leading the teams and having responsibility for performance management. MW would lead this target.</p> <p>To continue to strengthen and develop teaching and learning in RE, alongside effective assessment. MW said that as the lead on this target, he had rolled out the new diocesan assessment framework across all year groups to monitor progress and attainment in RE.</p> <p>A governor asked whether this would require significant training. MW said that as this would involve liaising with other Church of England schools, to invite them to a staff meeting and be involved in moderation, there would not be a significant cost.</p> <p>To ensure that the quality of teaching and learning continues to improve through the monitoring of differentiation and intervention. MW explained that this would be the responsibility of the leadership team, himself, LF, AN and LH, and would be achieved through regular and effective monitoring activities. MW said that through this target there would be a particular focus on differentiation, writing and PPG children.</p> <p><i>(After the meeting, MW advised governors by email on 25th September that in consultation with KF and having received the end of year data, a further target had been added to the school development plan; To improve outcomes in EYFS by increasing the number of children reaching exceeding in the ELGs. See separate Appendix A.)</i></p> <p>A governor commented that it was pleasing to hear members of the leadership team had responsibility for certain priorities demonstrating distributed leadership.</p> <p>Governors discussed the link with the Site and IT Development Plans and also whether communications should be part of the SDP. After consideration, governors AGREED that while communications would be a focus for the current academic year, it was not appropriate for inclusion in the SDP, as it was relevant to the whole school community, whereas the SDP was focussed on pupils. Governors had demonstrated their commitment to improving communication through the formation of the communications working party (which would report its recommendations to the November FGB).</p> <p>As Chair of the Resources Committee, AP said that, along with the budget, both the site development plan and the IT development plan should be driven by the SDP; however, both of these were longer-term plans. AP said that the site development plan would be discussed at the autumn term meeting.</p> <p>In reply to a governor, MW said that he would provide an update on each of the SDP priorities through the termly Headteacher's report.</p> <p>YL noted that the SDP had already been shared with staff and said that she would discuss the process with MW for the next academic year.</p> <p>Governors thanked MW for presenting this draft and AGREED the school's focus for the academic year.</p> <p style="text-align: right;">ACTION CS: Add the SDP priorities to the Annual Report AN left the meeting at 9.20pm</p>
293a	<p>AOB Admissions Policy AP requested a report on the location of the current Reception intake to determine whether the school was still achieving its original aim. <i>(After the meeting, BL prepared the report attached at separate Appendix B)</i></p>

<p>293b</p>	<p>MW advised governors of a march taking place on Friday 28th September, which Richmond Headteachers had been invited to attend regarding inadequate funding for schools. MW circulated a copy of a letter to be circulated to parents. Governors AGREED it was important for MW to support this event.</p> <p style="text-align: right;"><i>MW left the meeting at 9.24 pm</i></p>
<p>293c</p>	<p>VM encouraged governors to distribute as many leaflets as possible to help sell the remaining 200 tickets for the circus on Wednesday 26th September.</p>
<p>294</p>	<p>Governors' meeting dates for autumn 2018 term:</p> <p style="text-align: center;">Autumn 1</p> <p style="text-align: center;">FGB Evaluation: Friday 12 October – CANCELLED</p> <p style="text-align: center;">P&P: Thursday 4 October at 4pm</p> <p style="text-align: center;">Resources: Thursday 18 October at 9am</p> <p style="text-align: center;">Autumn 2</p> <p style="text-align: center;">T&L: Thursday 8 November at 4pm</p> <p style="text-align: center;">FGB: Thursday 15 November at 7.30 pm – Focus: Evaluation</p> <p style="text-align: center;">Monday 10th December – FGB to agree Annual Report at 9am followed by Resources at 9.15am</p> <p style="text-align: center;">FGB - Friday 21 Dec at 2.30pm CANCELLED</p>
	<p>Part 2 Confidential Item (without staff governor present)</p>
<p>295</p>	<p>Governors were provided with a copy of the part 2 b confidential minutes of the meeting held on 12th July 2018 at this meeting.</p> <p>The minutes were AGREED as a true and accurate record and were SIGNED by YL after the meeting.</p>
<p>296</p>	<p>YL closed the meeting at 9.27 pm hours by thanking governors for attending and for their input.</p> <div style="text-align: center;">  </div> <p>Signed by the Chair Date: 15th November 2018</p>