

**Argyle Primary School**  
**FULL GOVERNING BODY MEETING MINUTES**  
**12<sup>th</sup> September 2019 6PM**

**ATTENDANCE**

Jemima Wade (head teacher)

Mark Chesher (Chair)

Sarah Atkinson

Mahad Sahal

Henry Fraser

Alice Eggeling

Simin Soleimani

Will Young

**OTHERS PRESENT**

Debra Easter

Lena Seed (Clerk)

	ITEM	ACTION
	<b>WELCOME</b>	
	The Chair welcomed everyone to the meeting and noted the meeting was quorate.	
<b>1</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies were received and accepted from Laura Brown.	
<b>2</b>	<b>DECLARATIONS OF INTEREST</b>	
	Governors were invited to declare business interest against any agenda item. None were declared	
<b>3.</b>	<b>AOB</b>	
	None	
<b>4</b>	<b>MINUTES FROM PREVIOUS MEETINGS &amp; MATTERS ARISING</b>	
4.1	The Minutes from previous meeting of 19 <sup>th</sup> June 2019 were approved as an accurate record of that meeting and were signed by the Chair.	
4.2	<b>Matters arising:</b> The Governors discussed the Parent Forum which has been set up but for which terms of reference have not yet been done. The Forum will meet on Friday in the Coffee morning slot commencing 20 <sup>th</sup> September and have been asked to produce a plan of activities for the term.	

	<p>The Clerk was asked to post Parent Forum update as an agenda item on the TLPC agenda.</p> <p>The Governors further discussed parental Communication and engagement. The Head teacher reported that the weekly newsletter would be replaced by a monthly bulletin. The Head teacher will circulate a list of parental engagement opportunities/events for the term to the governors</p> <p>MS to work on links to broader community ref 4.2 of minutes</p>	<p>Clerk</p> <p>HT</p> <p>MS</p>
<b>5</b>	<b>Analysis of SIP 2018/19</b>	
	The governors commented the 2018/19 SIP had been a thorough and successful SIP from which excellent results were achieved. The governors felt it was a thorough data led evaluation.	
<b>6</b>	<b>SIP 2019/20</b>	
	<b>The Head teacher presented the previously circulated SIP 2019/20.</b>	
6.1	<p><b>Priority 1:</b> <i>'Further raise achievement in Reading, Writing and Maths so that in each class a higher percentage of children make expected progress and we increase the percentage of children exceeding expected progress.'</i></p> <p>The HT noted the importance on continuing to build on previous year's achievements.</p>	
6.2	<p><b>Priority 2:</b> <i>Further develop provision to promote high levels of mental health and physical wellbeing for children and staff.</i></p> <p><b>Physical wellbeing:</b> In particular the school has experienced barriers around the older year girls participating in, and enjoying PE. The HT reported the school now holds Friday sessions with a female Youth Worker from Coram which aims to overcome barriers and get everyone involved. The school was also reviewing the possibility of redesigning the PE kit for girls.</p> <p><b>Mental Well Being:</b> The HT reported a questionnaire/audit was being produced for children with the aim of identifying those most vulnerable to mental health issues. The HT invited comments from the Governors on the draft audit.</p> <p>The Governors noted the importance of having and maintaining a creative programme in the context of good mental health. WY offered to source and provide resources</p>	<p>HT</p> <p>HT/Governors</p> <p>WY</p>
6.3	<p><b>Priority 3</b> <i>Refine school strategies for communication so that positive partnerships with parents are maintained and enhanced.</i></p>	

	<p>The HT noted that parents welcomed meeting with the Governors and the Board agreed a schedule of engagements for the autumn term:</p> <ul style="list-style-type: none"> <li>- Governors to attend selected Parent Forums</li> <li>- Governors to attend a parents evening each (11/12/13 November)</li> <li>- Governors to attend a meeting with parents to be held on 7<sup>th</sup> November to celebrate successes at 9.10</li> </ul> <p>The Governors discussed the importance of creating measurable goals within the SIP and further discussed organising a governor visit for each of the SIP priorities.</p> <p>The HT also invited Governors to visit and review the year 1/2 teaching mix which both the children and teachers were enjoying and which was working well.</p> <p>WY recommended staff attend mental health first aid training which was available Free of Charge. Two of the Governors had already attended this training. This was welcomed by the governors.</p>	<p>All Governors</p> <p>HT/All Governors</p> <p>Governors</p> <p>Governors</p>
<b>7</b>	<b>Pupil Premium &amp; Sports Funding Plan 2019/20</b>	
	<p>The HT reported the Pupil Premium was being allocated for the most part to Teaching Assistants where a direct impact could be made on the most vulnerable children's' achievements. Similarly the school continued to support the Latin provision which provides cultural capital to all, but in particular children to whom this kind of learning may not be accessible outside the school environment.</p>	
<b>8.</b>	<b>Camden data Summary &amp; Attendance</b>	
8.1	<p><b>Data:</b> The HT reported on the previously circulated Data.</p> <p>The Governors comments that KS1 had achieved particularly excellent results notable in greater Depth.</p> <p>KS2 whilst lower than KS1, was still above the national average. This was in the context of a year 6 cohort in which only 3 had English as their first language and where there was a particularly high SEND need.</p> <p>The HT acknowledged a continued focus was required in respect of Progress between KS1 and KS2. Whilst consistent with the national picture of the progress gap increasing with age, narrowing the gap continued to be a focus for the school and had been reflected in Priority 1 within the SIP</p> <p>The Governors agreed further focus on parental support could be sought as part of the priority of closing the gap.</p> <p>It was agreed further data evaluation would be done and shared with the Governors.</p>	<p>HT</p>

8.2	The Governors congratulated the HT on the significant progress in attendance.	
<b>9</b>	<b>REVISED OFSTED FRAMEWORK</b>	
	<p>The Governors reviewed the previously circulated Revised Ofsted Inspection Framework and discussed its implications for the school.</p> <p>The Governors agreed the increased focus on the overall quality of education was an excellent fit with the school ethos and the focus of the 2019/20 School Improvement Plan</p> <p>The Governors discussed creating a link between the now embedded Subject leaders Reports and the three priorities of the SIP.</p> <p>The Governors agreed the importance of continuing to focus on staff wellbeing.</p>	HT
<b>10</b>	<b>SEF</b>	
	<p>The HT invited comments on the previously circulated SEF which the Governors discussed in detail.</p> <p>It was agreed the document was an excellent reflection of the school and contained very detailed information. The Governors approved the documents as a working document.</p>	
<b>11</b>	<b>Revised Keeping Children Safe in Education</b>	
	<p>The Governors discussed the previously circulated KCSIE Guidance. The Head teacher reported that staff had read through and discussed the guidance and had received training on the Inset Day.</p> <p>Part 1 should be read by all governors and Part 2 by SEND and The Chair and Vice Chair. The clerk was asked to recirculate the Guidance and compile a central register of signatures from all Governors</p> <p>The Chair who is also Safeguarding Lead scheduled a Safeguarding audit for 23<sup>rd</sup> September</p> <p>Mahad Sahad left the meeting at 19.15</p>	<p>Clerk/All Governors</p> <p>Chair</p>
<b>12</b>	<b>Policies</b>	
12.1	<p><b>Safeguarding Policy.</b></p> <p>The Governors approved the previously circulated Safeguarding Policy for Review in Autumn 2020</p>	
12.2	<p><b>Staff Handbook</b></p> <p>The Governors approved the previously circulated Staff Handbook for Review in Autumn 2020</p>	
<b>13.</b>	<b>IMPACT</b>	
	The Governors reflected on the impact of the meeting and actions since the last meeting:	

	<p>It was recorded that the Chair had sent a letter to all parents in response to the concerns raised around SRE curriculum changes in 2020.</p> <p>The Governors planned a programme of increased parental engagement in the autumn term and reviewed both the Data &amp; SIP in detail.</p> <p>The Governors had extensive discussions around Pupil Premium and Sports Premium to ensure the expenditure was targeted to have a clear impact on the most disadvantaged students.</p> <p>The Governors will continue to review the impact of the arts provision on pupil premium children and will continue to work to address the platoing effect between KS1 and KS2.</p> <p>AE thanked the Head teacher for her support of the Governors in the summer term in creating a positive communication with parents whilst resisting undue interference in the structuring of teaching and the curriculum.</p> <p>WY reported he had been to visit a primary school in the area which had introduced their new SRE policy with no apparent issues. They had embedded the changes in inclusive equal rights and the Governors reflected the extent to which this could be implemented in the Argyle SRE curriculum changes.</p> <p>The Governors discussed ongoing communication around the creation of a meaningful consultation on the introduction of the new SRE curriculum. The Head teacher noted that no formal policy could be tabled for discussion until formal advice had been received from Camden.</p>	All Governors
14	<b>CONFIDENTIAL ITEMS</b>	
	The were no confidential items	
15	<b>Future Meeting Dates</b>	
	<p><b>2019 – Autumn</b>  TLPC : 14/11  PPFPP: 21/11  FGB: 12/12</p> <p><b>2020 – Spring</b>  TLPC: 27/2  PPFPP: 5/3  FGB: 26/3</p> <p><b>2020 – Summer</b></p>	

TLPC: 21/5 PPFPP: 4/6 FGB: 18/6  <b>Time of meetings:</b> FGB 6pm Committee meetings: 5pm	
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There being no further matters to discuss, the Chair thanked those present for attending and closed the meeting at 19.40

Signed 

Date 12/12/19

Mark Chesher, Chair of Argyle Primary School FGB