



Carlisle & Hampton Hill Federation



Carlisle Infant School

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Headteacher: Mrs K Allum BA (Hons)

Deputy Headteacher: Mrs J Jaloszynski (MA) / BAQTS

Hampton Hill Junior School

St. James's Avenue, Hampton Hill, Middlesex, TW12

1HW

Tel: 020 8979 3019 Fax: 020 8941 8560

Email: info@hamptonhill.richmond.sch.uk

Website: www.hamptonhill.richmond.sch.uk

Headteacher: Mr A Went B.Ed (Hons)

Deputy Headteacher: Mrs A Appleyard BAQTS

FULL GOVERNING BODY MINUTES

Time, date & location:
7 pm – 8.50 pm on Thursday 8 December 2016 at Hampton Hill Junior School

Governor attendance:		
Name	Category of governor	Attendance
Alison de Lord (Chair)	Co-opted (community)	Yes
Paul Schofield	Co-opted (community)	Yes
Ian Seeds	Co-opted (community)	Yes
Ruth Wright	Co-opted (community)	No (apologies sent)
Andrew Whitehead (Vice Chair)	Local authority	Yes
Louise Bell	Co-opted (parent)	Yes
Maria Ticehurst	Co-opted (parent)	No (apologies sent)
Rachel Young	Co-opted (parent)	Yes
Alexandra Hall	Elected parent	Yes
Chris Thompson	Elected parent	Yes
Karen Allum	Headteacher	Yes
Alan Went	Headteacher	Yes
Emily Matthews	Elected staff	Yes
Karen Hood	Co-opted (staff)	No (apologies sent)

Note: Only Governors may vote at Full Governing Body (FGB) meetings

Associate member attendance:	
Mandy Appleyard	Yes
Jonathan Cardy	No (apologies sent)
Heidi Davies	Yes
Sharmila Hanson	Yes
Sue Parkin	Yes
Sharon White	Yes

Also attending:	
Jane Anderson	Clerk to the Governing Body
Jo Jaloszynski	Deputy Headteacher CIS
Deborah Byrd (until 7.30 pm)	SENCO CIS
Hilary Pearce (until 7.30 pm)	SENCO HHJS

Final minutes to be sent to:
All members of the Full Governing Body, meeting attendees & Achieving for Children

Papers circulated for review:
See Appendix

Preliminaries		Actions
1.	<p>Opening</p> <p>Governors were welcomed to the meeting. Apologies were received and accepted for JC, KH, MT and RW.</p> <p>Three items of any other business were added to the agenda at Item 16.</p>	
2.	<p>Declarations of interest</p> <p>All members were reminded of their duty to declare any direct or indirect pecuniary interest which may relate to any matter under discussion at the meeting. JC had asked that in his absence his interest as a trustee of the Hampton Fuel Allotment charity be declared in relation to Item 9.</p>	
3.	<p>Minutes of the previous meeting</p> <p>The minutes of the previous meeting, held on 15 September 2016, were agreed as a true and accurate record and were signed by the Chair.</p>	
4.	<p>Governor vacancy</p> <p>The Chair explained that a governor vacancy was created when Jackie Cammidge left. She proposed that based on the results of the recent skills audit that SW would be a good skills match to complement the Full Governing Body. The Full Governing Body agreed that SW become a co-opted governor.</p> <p><u>ACTION:</u> Update colleagues at Achieving for Children, the membership spreadsheet and the Federation website with new governor information</p>	JA

Update on actions from previous meeting			Actions
5.i	4.vii	20 Questions Self-Evaluation: note relevant areas for discussion/action at Committee-level ONGOING: Curriculum & Achievement and Children, Families, Community & Facilities committee chairs to action. Clerk to resend information from summer FGB to those committee chairs	PS, MT & JA
5.ii	4.viii	360 Review of the Chair - note relevant areas for discussion/action at Committee-level ONGOING: Curriculum & Achievement and Children, Families, Community & Facilities committee chairs to action. Clerk to resend information from summer FGB to those committee chairs	PS, MT & JA
5.iii	5.ii	Annual Register of Interests - complete and return register of interests form to Clerk COMPLETE	
5.iv	5.iii	FGB Terms of Reference - update and finalise document COMPLETE	
5.v	5.iv	Governors' Skills Audit - complete and return skills audit to Clerk ONGOING: Outstanding forms to be completed and given to AW	KA, MA JC, KH & AW
5.vi	7.0	Committee "Planning" Session - update and finalise terms of reference and annual planners, confirm and notify Clerk of committee membership and allocation of named governor roles, confirm and notify Clerk of meeting dates for the current academic year ONGOING: Schedule summer Curriculum & Achievement Committee meeting	JA & PS
5.vii	8.0	Governor CPD - share staff CPD programme and highlight appropriate sessions for governors COMPLETE	

5.viii	9.0	New Associate Member - issue welcome pack and notify AfC of appointment COMPLETE	
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Business		Actions
6.	<p>Special educational needs annual reports</p> <p>The Special Educational Needs Co-ordinators (SENCOS) for both schools updated the FGB. Nature of provision, capacity and funding were discussed.</p> <p>The FGB discussed the Federation's provision for 3 SEN children, which had been in place for some time on the basis of an integrated mainstream approach. The FGB raised concerns that if the schools were asked by the council to host more SEN children or to host children who were likely to be violent, this integrated approach would not be sustainable and an extra classroom and specialists would be required. A Steering Group would be set up in the next term to oversee the provision.</p> <p>Q. What are your biggest concerns and what are you doing about them? A. The HHJS SENCO is leaving this month, but her replacement is not starting until the summer term. Staff have done a lot of extra work now and put in place interim support arrangements to minimise the impact this will have on children. The Headteacher will be the SENCO by name, but different work packages are being allocated to appropriate members of staff. Additional educational psychologist support is being brought in.</p> <p>Q. Will staff members involved be paid extra? A. No. The main impact will be on the Headteacher and Deputy Headteacher.</p> <p>Q. In the event of an Ofsted inspection, would they be likely to raise concerns about the interim arrangements at HHJS? A. A lot of thought and preparation has gone into ensuring the best possible arrangements for the spring term are in place. The new member of staff starting in the summer term will be a real asset to the school.</p> <p>Q. In the report it says that teachers will do more individual education plans. Do they have capacity? A. Capacity is always a problem. The SENCOs worked with teachers at a recent inset day to think about the best way to work with the children and make best use of time available.</p> <p>Q. Has the Federation had applications for Education, Health and Care Plans turned down? A. The SENCOs put a lot of work into each application and have a good track record of success, but despite best efforts this does occasionally happen.</p> <p>The FGB thanked the SENCOs for attending the meeting. Governors particularly thanked HB for all her hard work in advance of leaving HHJS.</p> <p><u>ACTION:</u> Set up a steering group to oversee provision</p>	KA & AWe
7.	<p>Committee minutes</p> <p>The FGB received the minutes of its committees. Committee chairs that were present provided a verbal overview of the work of their committees since the last FGB meeting.</p>	
8.	<p>Policies reviewed by committees requiring ratification</p> <p>The FGB considered policies recommended by its committees.</p>	

<p>Q. Pay Policy: Do staff on upper pay scale 1, 2 or 3 have extra targets set as part of their performance management? A. Yes.</p> <p>Q. Health & Safety Policy: At the bottom of page 2 it mentions a procedure to be followed in the event of a disaster. Is this in place? A. Yes. There are procedures in place and staff practise them. The Federation has a data recovery company in place and a business continuity plan is being drafted by the School Business Manager.</p> <p>Q. Health & Safety Policy: On page 3 it says that there will be monitoring and review of all processes on a regular basis. How is this happening? A. This would currently fall within the remit of the CFC Committee.</p> <p>Q. Should the Child Protection Policy have the word “safeguarding” in the title? A. The Department for Education (DfE) list of statutory policies for schools requires a “Child Protection Policy” which is why the word “safeguarding” was removed from the title.</p> <p>Q. Are there any other safeguarding policies that are required by law? A. The Child Protection Policy is the only requirement on the DfE list, but this was last updated in 2014.</p> <p>The FGB asked that the Child Protection Policy be referred back to the CFC Committee (which had originally approved it), for more detailed review and with any requirements for other safeguarding policies being double checked by the Committee Chair and the Clerk.</p> <p>The FGB discussed the remit of the CFC Committee and the breadth of subjects it dealt with. Governors expressed concern that premises, facilities and health & safety issues needed more time to be devoted to them, but not at the expense of critical issues such as safeguarding. As such it was agreed that these matters should be moved out of the CFC Committee in consultation with the committee chair.</p> <p>The FGB ratified the following policies:</p> <ul style="list-style-type: none"> • Whistle Blowing Policy • Governors’ Expenses Policy • Spending & Virements Policy • Anti-Bribery & Corruption Policy • Teachers’ Pay Policy • Health & Safety Policy <p><u>ACTIONS:</u></p> <ul style="list-style-type: none"> • Upload the new approved versions of the Whistle Blowing, Governors’ Expenses, Spending & Virements, Anti-Bribery & Corruption, Teachers’ Pay and Health & Safety policies to the portal and Federation website • Refer the Child Protection Policy back to CFC Committee for more detailed review, and with any requirements for other safeguarding policies being double checked (involving designated safeguarding leads for each school: Mandy Appleyard, Caroline Wrigglesworth, Jo Jaloszynski and Karen Hood as appropriate) • Remove premises and health & safety from the CFC Committee’s remit and put in place a structure for dealing with those and any related matters separately 	<p>JA</p> <p>MT & JA</p> <p>AdL, MT & JA</p>
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<p>9.</p>	<p>School improvement</p> <p>The FGB considered updated improvement plans for each school. Headteachers provided detailed verbal updates. There was particular discussion of the following points.</p> <p><u>CIS</u></p> <p>The FGB was pleased to hear that CIS had secured £4,000 from the Hampton Fuel Allotment, with the parents association providing an additional £5,000 to fund a new sensory garden at the front of the school.</p> <p>Q. Will there have to be a community link for the project? A. Yes, but this will be through relationships with feeder nurseries and other organisations. There would not be open access.</p> <p>The outcome of a bid for £15,000 to develop the climbing frame area to Heathrow Communities for the Future was expected before the end of term.</p> <p>Sarah Creegan (who would be working 2 days a week from 23 January, covering whilst recruitment for a permanent Deputy Headteacher was ongoing) had expertise in staff wellbeing and would be running a session at the January inset day for staff.</p> <p>The importance of using Classroom Monitor regularly and frequently to monitor progress and attainment had been reinforced to staff.</p> <p>It was noted that every PPG child has targeted intervention in place in order to close the gap.</p> <p>As highlighted in the plan, it has not been possible to run a “greater depth” writing group, but this will soon be set up (when a member of staff returns from maternity leave).</p> <p>Particular challenges around finance, caretaking and cleaning were noted.</p> <p><u>HHJS</u></p> <p>The plan included the right targets, but a few had been reworded in this latest version. There has been progress on each one, and in some cases, significant progress. Priorities for the school were ambitious, but achievable.</p> <p>It was noted that being part of SPARK, had been incredibly helpful. For example making use of links to run a session on maths at an inset day.</p> <p>The year groups had settled well. A lot of work had gone into settling the new Year 3 as it included a lot of children with particular needs, but things had now been put in place to ensure those were met.</p> <p>The three areas of greatest focus going forward would be progress of PPG students, writing and aspects of maths.</p> <p>The Governors found the RAG rating useful and noted there were no reds.</p> <p>Q. The plans for both schools include bold targets. Are they realistic? A. The FGB knows the targets are ambitious, but they are realistic. Because we know and monitor the children from Reception, we can judge what they are capable of – it can be seen as a real benefit of the Federation.</p>	
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10.	<p>Financial risk assessment</p> <p>The FGB noted the risks that could not be mitigated in the financial risk assessment (as highlighted by the Chair of the Finance Committee) and accepted these.</p>	
11.	<p>Safeguarding annual report</p> <p>The FGB referred this report back to the CFC Committee on the advice of the Safeguarding Governor.</p> <p>ACTION: Refer the Safeguarding annual report back to CFC Committee for more detailed review</p>	LB, MT & JA
12.	<p>Attendance & punctuality</p> <p>The FGB requested analysis of the data provided for the next FGB meeting</p> <p>ACTION: Provide analysis of attendance and punctuality data for next FGB meeting</p>	MT
13.	<p>Performance management of headteachers & staffing at CIS</p> <p>The Chair of Governors reported that the headteachers' performance reviews had been carried out and she summarised the objectives set, as follows:</p> <p>CIS:</p> <ul style="list-style-type: none"> • Improve attainment of boys' reading and writing • Engage all staff in the Federation vision • Work with HHJS to further develop the 7 year curriculum plan and assessment system <p>HHJS:</p> <ul style="list-style-type: none"> • Improve progress for disadvantaged children (PPG) across the school • Year Group Leaders to use accurate monitoring to support and challenge their teams so that the quality of teaching and children's' outcomes improves • The school continues to be well regarded in the community • Work with CIS to further develop the 7 year curriculum plan and assessment system <p>As mentioned in Item 9 interim arrangements were being put in place to cover the Deputy Headteacher CIS vacancy after JJ leaves at the end of this term. A recruitment round had been unsuccessful and a further round would be launched early in the new year.</p>	
14.	<p>Staff survey</p> <p>The FGB considered a staff survey template that was based on an inspection questionnaire that staff would be asked to complete in the event of an Ofsted inspection.</p> <p>Q. Would it be a one off? A. No it would be annual.</p> <p>Q. Would it be anonymous? A. Yes.</p> <p>Q. Could a question on wellbeing be added? A. The FGB noted that a wellbeing survey had taken place in January and it was agreed that this should be repeated in January 2017.</p>	

	<p>It was agreed that the new survey would be carried out around Easter time and would be linked to the school improvement plan.</p> <p><u>ACTION:</u> Carry out wellbeing survey in January and the new survey around Easter time</p>	AdL
15.	<p>Governors' summer event</p> <p>Governors discussed the idea of hosting an event at which pupils could showcase their work and celebrate success with the governors. It was agreed that any event should not create additional work for staff. As such it was agreed that it should be part of an existing event (for example a book look), rather than an additional standalone event. Also governors would be invited to meet the school councils.</p> <p><u>ACTION:</u> Governors to be invited to celebrate children's success as part of a planned event (e.g. a book look) and to meet the school council</p>	KA & AWe
16.	<p>AOB</p>	
16.i	<p>Complaints Procedure</p> <p>Governors considered and agreed a Complaints Procedure which had been updated to take account of best practice advice from the National Governors' Association.</p> <p><u>ACTION:</u> Upload new approved Complaints Procedure to portal and internet</p>	JA
16.ii	<p>Newsletter</p> <p><u>ACTION:</u> Write summary of committee work for Chair's newsletter</p>	AdL, PS, MT & AWh
16.iii	<p>Thanks to Deputy Headteacher CIS</p> <p>Governors noted that JJ would be leaving the Federation at the end of term. They thanked her for her significant contribution to the Federation and wished her well for the future.</p>	

Signed:

Date:

Useful Links for Governors:	
http://www.hamptonhill.richmond.sch.uk/ https://www.afccpdonline.co.uk/cpd/portal.asp http://www.achievingforchildren.org.uk/ https://www.gov.uk/government/publications/governors-handbook http://dashboard.ofsted.gov.uk/ https://www.gov.uk/government/publications/common-inspection-framework-education-skills-and-early-years-from-september-2015 Keeping Children Safe in Education - September 2016 Update https://www.gov.uk/government/organisations/department-for-education	C&HH Federation CPD Online Achieving for Children Governors' Handbook Ofsted Dashboard Common Inspection Framework (September 2015) "Keeping Children Safe in Education" Department for Education

Summary of actions: Full Governing Body meeting 8/12/16

Item	Action	Owner
4.	Governor vacancy: Update colleagues at Achieving for Children, the membership spreadsheet and the Federation website with new governor information.	JA
5.i	Action from a previous meeting rolled forward - 20 Questions Self-Evaluation: Note relevant areas for discussion/action at Committee-level ONGOING: Curriculum & Achievement and Children, Families, Community & Facilities committee chairs to action. Clerk to resend information from summer FGB to those committee chairs	PS, MT & JA
5.ii	Action from a previous meeting rolled forward - 360 Review of the Chair: Note relevant areas for discussion/action at Committee-level ONGOING: Curriculum & Achievement and Children, Families, Community & Facilities committee chairs to action. Clerk to resend information from summer FGB to those committee chairs	PS, MT & JA
5.v	Action from a previous meeting rolled forward - Governors' Skills Audit: complete and return skills audit to Clerk ONGOING: Outstanding forms to be completed and given to AW	KA, MA JC, KH & AW
6.	Special educational needs annual reports: Set up a steering group to oversee provision.	KA & Awe
8.	Policies reviewed by committees requiring ratification: <ul style="list-style-type: none"> • Upload the new approved versions of the Whistle Blowing, Governors' Expenses, Spending & Virements, Anti-Bribery & Corruption, Teachers' Pay and Health & Safety policies to the portal and Federation website • Refer the Child Protection Policy back to CFC Committee for more detailed review, and with any requirements for other safeguarding policies being double checked (involving designated safeguarding leads for each school: Mandy Appleyard, Caroline Wrigglesworth, Jo Jaloszynski and Karen Hood as appropriate) • Remove premises and health & safety from the CFC Committee's remit and put in place a structure for dealing with those and any related matters separately 	JA MT & JA AdL, MT & JA
11.	Safeguarding annual report: Refer the Safeguarding annual report back to CFC Committee for more detailed review	LB, MT & JA
12.	Attendance & punctuality: Provide analysis of attendance and punctuality data for next FGB meeting	MT
14.	Staff survey: Carry out wellbeing survey in January and the new survey around Easter time	KA & AWe
15.	Celebration event: Governors to be invited to celebrate children's success as part of a planned event (e.g. a book look) and to meet the school council	KA & AWe
16.i	Complaints Procedure: Upload new approved Complaints Procedure to portal and internet.	JA
16.ii	Newsletter: Write summary of committee work for Chair's newsletter	AdL, PS, MT & AWh

Appendix

Papers circulated with agenda for review (in agenda order):	
<p><u>Full Governing Body Minutes</u></p> <ul style="list-style-type: none">• FGB minutes 15 September 2016	<ul style="list-style-type: none">• Teachers' Pay Policy, Appendix 1 & Appendix 2 (Pay & Personnel)• Child Protection Policy (Children Families, Community & Facilities)• Health & Safety Policy (Children Families, Community & Facilities)
<p><u>Special business item</u></p> <ul style="list-style-type: none">• SEND annual report CIS (Children Families, Community & Facilities)• SEND annual report HHJS (Children Families, Community & Facilities) with annex	<p><u>School improvement</u></p> <ul style="list-style-type: none">• School Improvement Plan – CIS• School Improvement Plan – HHJS
<p><u>Committee minutes</u></p> <ul style="list-style-type: none">• Finance, 18 October 2016• Pay & Personnel, 27 September 2016• Children, Families, Community & Facilities Committee, 15 November 2016• Finance, 24 November 2016	<p><u>Other business</u></p> <ul style="list-style-type: none">• Financial risk assessment report (Finance)• Safeguarding annual report CIS (Children Families, Community & Facilities)• Safeguarding annual report HHJS (Children Families, Community & Facilities)• Attendance & punctuality (Children Families, Community & Facilities)• Staff survey
<p><u>Policies</u></p> <ul style="list-style-type: none">• Whistle Blowing Policy (Finance)• Governors' Expenses Policy (Finance)• Spending & Virements Policy (Finance)• Anti-Bribery & Corruption Policy (Finance)	