



Carlisle & Hampton Hill Federation



Carlisle Infant School

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Headteacher: Mrs Z Brittain BA (Hons)
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Hampton Hill Junior School

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 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:

6.30 pm – 8.30 pm on Thursday 21 March 2019 at Hampton Hill Junior School

Governor attendance:

Name	Category of governor	Attendance
Billy Day	Local authority	Yes
Barbara Clifford	Co-opted (community)	Yes
Alison de Lord	Co-opted (community)	Yes
Jerry Appleyard	Co-opted (community)	Yes
Maggie Bassett	Co-opted (community)	Yes
Ian Seeds	Co-opted (community)	No
Caroline Storey	Co-opted (community)	Yes
Sharon White	Co-opted (community)	Yes
Derek Winterburn	Co-opted (community)	No (apologies given)
Paul Morgan	Elected parent	Yes
Nina Raban	Elected parent	Yes (from 6.50pm)
Zoe Brittain	Headteacher	Yes
Alan Went	Headteacher	Yes
Karen Hood	Co-opted (staff)	No (apologies given)
Polly Jones	Elected staff	Yes

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

Other attendees:

Jane Anderson	Clerk to Governors
Mandy Appleyard	Deputy Headteacher, Hampton Hill Junior School
Danielle Fawcett	School Business Manager

Final minutes to be sent to:

All members of the Full Governing Body and on website once approved

Papers

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| <ul style="list-style-type: none"> • Minutes of previous FGB meeting • Headteachers' reports • Key performance indicator reports • School Improvement Plans • Self Evaluation forms • CIS School Improvement Partner report • Voluntary contributions report • Committee list • Governance annex to autumn SIP report • CIS consultation on staffing structure • Sabbatical Policy | <ul style="list-style-type: none"> • Disciplinary Guidance • Disciplinary Procedure (and toolkit in annex) • Grievance Guidance • Grievance Procedure • Business Continuity Plan • Complaints Guidance • Minutes of committees: <ul style="list-style-type: none"> ○ Finance & Premises – 22 January 2019 ○ Pay & Personnel – 29 January & 5 March 2019 ○ Achievement & Families – 24 January 2019 |
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Preliminaries	
1	Opening Governors were welcomed to the meeting. Apologies were received and accepted for DW and KH. The FGB agreed to add Staff Code of Conduct as an item of any other business, which was then discussed at agenda item 16.
2	Declarations of interest 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. Governors were reminded that if their interests changed during the academic year they should complete another declaration form and submit it to the Clerk. BD noted that item 12 related to a consultation on support staff structure at CIS. Although there was not a direct interest, he would refrain from commenting on this item as he was married to a member of the CIS teaching staff.
3	Minutes of the previous meeting The minutes of the previous meeting, held on 6 December 2018, were agreed as a true and accurate record and were signed by the Chair.

Matters arising from actions agreed at previous meeting	
4	All actions agreed at the last meeting were complete and did not require further discussion, except for the following items.
	Governor skills: Invite governors to CPD session on attachment difficulties with educational psychologist (MA) <i>Update - Session scheduled for beginning of summer term. Useful for governors to have insight into this issue being dealt with by staff</i>
	General data protection regulations (GDPR): Update Data Protection Policy and privacy notices and circulate to governors for review via Clerk as soon as possible (DPO) <i>Update - Documents were approved by Achievement & Families Committee. JA had asked to undertake a further review, to be completed asap.</i>
	DBS checks: <ul style="list-style-type: none"> Implement change of approach – requiring that music teachers and external club leaders renew their DBS checks at least every 4 years (DF) Investigate the implications of moving the renewal cycle for parent volunteers from 7 to 4 years and report back to the next meeting (DF) <i>Update – Governors wanted to clarify the requirements further including whether new checks were needed for each school</i> ACTION: Discuss approach with office staff and confirm position to the FGB by email
	Clerk

School improvement and evaluation	
5	Headteachers' reports The FGB considered the reports circulated in advance of the meeting and the headteachers responded to questions from governors. <u>CIS</u> Q. Does the report cover points raised during the recent Ofsted inspection? A. It comments on book scrutiny and foundation subjects, where improvements could be seen.

	<p>Q. Should governors be aware of anything further related to the Single Point of Access (SPA) referrals mentioned? A. No. Staff had concerns and they were appropriately referred to the SPA.</p> <p>Q. Why has the Year 2 Pupil Premium Grant (PPG) reading forecast dropped down from 5/8 to 4/8? A. To follow up and provide answer for Achievement & Families Committee.</p> <p>Q. Why was a child removed for home schooling? A. Not for discussion at FGB – relates to an individual case.</p> <p>Q. Which staff were involved in the CPD sessions mentioned? A. All staff had CPD on spelling, maths mastery and other maths training; greater depth writing was one member of staff per year group, all teaching assistants had training on zones of proximal development; all moderators had moderator training; and other CPD was specific to subjects or roles.</p> <p>Q. How is staff morale? A. Has been affected by the consultation on staffing structure. Further thought to be given to staff wellbeing at a summer term Pay & Personnel Committee meeting, focussing on all staff.</p> <p><u>HHJS</u></p> <p>Q. Why are so many children discussed at a weekly safeguarding meeting? A. Although there are some children in crisis, most are monitored due to past issues, as an extra safeguard. The numbers have gone up a little over time.</p> <p>Q. What is driving the increase? A. Range of circumstances; some have attachment issues. Support provided through Place 2 Be and nurture groups. Very focussed on outcomes and very joined up, so staff working with these pupils are aware of issues and risks.</p> <p>Q. Is there anything that would help? A. More money. Q. How could that help? A. For example it could cover a full time family support worker. Should also consider what more could be done to support staff dealing with the more challenging cases, as it does impact on staff wellbeing.</p> <p>Q. What is low profile week? A. A week in which there should be reduced pressure for staff by, for example, cancelling leadership meetings and suggesting that teachers ask pupils to peer mark.</p> <p>Q. Why is pupil progress highlighted as both a success and a challenge? A. Very proud of the progress, but it is always something that needs focus.</p> <p>Q. 92-96% of observations found teaching to be good or better. What is happening to ensure high quality of teaching outside that bracket? A. It was not 100% due to two particular concerns about consistency of practice. Considering whether those individuals need extra support.</p> <p><u>ACTION:</u></p> <ul style="list-style-type: none"> • Circulate updates to the PPG strategy, indicating what is complete • Discuss ideas for tools and techniques to support staff wellbeing and report back to Pay & Personnel Committee 	PJ CS & AW
6	<p>Key performance indicators Governors reviewed the key performance indicators circulated prior to the meeting.</p> <p>Q. What is the admissions policy for HHJS? A. There is a published policy which gives preference to CIS pupils and geographic location.</p>	

	<p>Q. Is HHJS equipped to support the large number of children with Education, Health and Care Plans (EHCPs) transitioning from CIS? A. Yes. Looking at finances and exactly what support needed, but as the majority of the issues relate to learning needs rather than behaviour needs, quite confident HHJS can put the right support in place.</p> <p>Q. What has happened to the attendance levels and are these in line with national or local averages? A. HHJS had worst attendance in spring term, as a result of illnesses. A deep clean of the school was undertaken to try to help limit the spread of illness. School Improvement Partner reports would flag up anything below average and that has not happened. Any concerns raised during the SIP visit would be shared with governors.</p> <p>Governors discussed possible reasons why the waiting lists for CIS had been depleted, but were pleased to note that Reception was full.</p>	
7	<p>School improvement plans 2018/19</p> <p>The FGB discussed progress on the strategic priorities set out in the School Improvement Plans, which had been circulated prior to the meeting. The FGB was reminded that the Federation had contributed information to assist the local authority with its commitment to conduct a feasibility study into co-locating the two schools. Unfortunately the process appeared to have stalled. The Strategy Group would discuss next steps and report back.</p> <p>Q. How often can teachers come together to share ideas across the Federation? A. Would always like to do more of this, but difficult due to timetabling and geography. Normally have termly or half termly CPDs that are Federation wide.</p> <p>Q. What lunchtime improvements are planned? A. CIS introduced changes, which are an improvement, but a work in progress. HHJS can learn from this.</p> <p>Q. What are the lunchtime challenges at HHJS? A. Engagement of children who want to be physically challenged and limited space in which to do this. General behaviour good, but always room for improvement.</p> <p>Q. Why aren't more items rated as green? A. At CIS the staff consultation and the issues with the toilets have taken up a lot of leadership time. There is only a certain amount of capacity to deal with additional issues. Would expect more green later in the school year.</p>	
8	<p>Self Evaluation forms (SEFs)</p> <p>The FGB noted these reports which had been circulated prior to the meeting. It was noted that although these were useful documents (following the Ofsted format) there was duplication. It was thought that in the longer term it may be helpful to look at whether there were any areas of the FGB reports which could be refined to remove duplication.</p> <p><u>ACTION:</u> Consider whether there should be any refinement of the standard FGB reports to reduce duplication</p>	CS (Clerk to support)
9	<p>School improvement partner reports</p> <p>It was reported that the School Improvement Partner had delayed her visit to HHJS and so there was not a spring term report available for governors.</p> <p>The report for CIS was discussed. Governors were pleased to read the positive improvements noted since the last report. Governors who had been involved in the visit and other monitoring visits were thanked for their help and were reminded to complete governor monitoring forms, which should be sent to the Clerk.</p>	

	<p>The FGB discussed the governor subject link role, which was mentioned in the report. It was felt that where it was difficult to arrange meetings, phone calls should take place in the summer term instead. It was agreed that these should happen again in the autumn term.</p> <p>It was noted that there was no governor link for EYFS. In the course of discussion of a later agenda item the question of whether more attention should be given to climate change and sustainability, including looking at the issue of single use plastics, was discussed. It was felt that more focus could be given to this matter and it was agreed that BC would do this, working with the named staff member at CIS and a staff lead to be identified at HHJS. The matter would also be considered at the next meeting of the Strategy Group.</p> <p>The following questions from the SIP were discussed “Are all teaching assistants as effective as they should be? Is further training needed for some?” The Headteacher, CIS would consider this further.</p> <p>Q. The book look was very positive – how was it fed back to staff? A. The Deputy Headteacher fed this back to staff. It would be done again in the summer term.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Identify staff lead on sustainability and climate change for HHJS • Update and recirculate governor subject links list, including BC as lead on sustainability and with the addition of an EYFS lead • Arrange phone calls with staff subject links 	
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Other business		
10	<p>Membership matters</p> <p>It was noted that Vic Gabrie, who had joined as an associate member, was making a positive contribution to the work of the Finance & Premises Committee.</p> <p>The FGB thanked PM for undertaking the safeguarding governor role on an interim basis. It agreed the appointment of BC as safeguarding governor with support provided by MB. Governors noted that PM would leave the Achievement & Families Committee and agreed the updated committee membership list.</p>	AW Clerk Link governors
11	<p>Governor CPD</p> <p>The AfC Governor Support Team recommendations from the autumn term SIP reports, relating largely to CPD, were discussed. It was noted that BD and ZB would take part in the AfC run Leading in Partnership event the following day and it was hoped that a group could attend the Distributed Leadership CPD in the summer term.</p> <p>It was noted that one of the recommendations related to undertaking a more formal performance review of the Clerk to Governors. It was reported that the Clerk's appraisal had recently been undertaken by the Chair of Governors using the template used for Federation staff.</p>	
12	<p>Staff consultation</p> <p>The Chair of the Pay & Personnel Committee provided an update on the consultation regarding the proposed reorganisation of the staffing structure at CIS. This had been launched on 5 March with governor and HR involvement.</p> <p>It was reported that this would be the first reorganisation in recent years.</p>	

	<p>Whilst change was necessary for financial reasons, the main driver was that the current staffing structure was not fully meeting the school's needs. The proposal focussed on streamlining the support staff team, comprising higher level teaching assistants (HLTAs), teaching assistants (TAs), welfare support staff and lunchtime leaders. There was also consultation on the SEN teacher role.</p> <p>It was reported that the Pay & Personnel Committee had started to go through responses received and would be preparing a clarification document to respond to queries raised as well as updating the FAQ document for staff. The Committee had agreed one change suggested by some staff - to extend the consultation period, by a few days, subject to HR advice.</p> <p>Governors were aware that this would be a difficult time for staff and they heard that the Federation was doing what it could to support them, for example ensuring the union representative had training and time available for that role.</p> <p>Q. If some staff change working patterns as a result of this process, can we help with provision of breakfast club for their children at the school? A. Yes, and this would be added to the clarification document.</p> <p>Q. Is there anything else governors can do to help? A. CS had already offered to be available if staff wanted to talk to a governor. Would also need governors to be involved in interviews, at a later stage. It was also emphasised that it was important for governors to continue as usual, for example with visits to the schools.</p>	
13	<p>Voluntary contributions</p> <p>The FGB discussed the document circulated in advance and a summary one pager, tabled at the meeting. Governors thanked BC and CS for their work on the document.</p> <p>It agreed in principle that for 2019/20 there would be a way for those who wished to, to make a voluntary financial contribution. A new working group with representatives from both schools' parents' associations, school staff and governors would be established to work out the details. It was noted that this could mean that the headteachers or their representatives could attend these meetings instead of PTA meetings. The working group would not be a formal committee, but it would report to the FGB, providing an initial update for the next meeting.</p> <p>A summary of the position would be included in the next newsletter to parents, with more details of options to be communicated in good time for the next academic year.</p> <p>Q. What arrangements are being made to ensure appropriate management and tracking of the money? A. The Treasurer of each PTA and a representative of the Finance & Premises Committee would be asked to attend the new working group.</p> <p><u>ACTION:</u> Set up new working group and report on progress at the next FGB meeting</p>	BC, CS, ZB & AW
14	<p>General data protection regulations (GDPR)</p> <p>It was reported that the Data Protection Officer (DPO) had conducted an audit at both schools. This had not uncovered any issues, except that there was some paperwork on desks which should not have been left out. It was reported that staff were responding to advice given by the DPO on this and other matters.</p>	

	<p>There had been one subject access request at CIS. The DPO was getting all the paperwork ready. It involved a lot of work and there would be lessons to learn from this first experience of this process.</p> <p>Governors were reminded of the advice that no child should be named in an email unless the parent had agreed.</p>	
15	<p>Complaints</p> <p>No new complaints had been received since the previous meeting.</p>	
16	<p>Policy review</p> <p>The FGB discussed seven policies which had been approved by its committees, a revised Complaints Procedure which had been updated in line with new DfE guidance and a new Staff Code of Conduct.</p> <p>It was agreed that a further grievance procedure should be considered by the Pay & Personnel Committee, to deal with collective grievance, as the existing procedure only covered individual grievances. The FGB also asked the Pay & Personnel Committee to consider what practical support might be made available to a member of staff in the event that they were asked to go home, under the Disciplinary Procedure.</p> <p>The FGB heard that the proposed updates to the Upper Pay Scale (UPS) annex to the Pay Policy related to the amount of time which a member of staff needed to be in service in order to apply for UPS. On checking this document with HR, council officers had advised that the word "must" should replace the word "would" in some places in the document and this was reflected in the revised version which the FGB considered. It was noted that one HR change had not been incorporated as this related to use of terminology and the original wording was more appropriate at the Federation.</p> <p>Q. Under the Business Continuity Plan, what is the system for contacting people in the event of an emergency? A. Open check system used to contact staff at 6am and then used to send a message to parents. Governors would be contacted by email and more detailed procedures would be advised.</p> <p>The FGB ratified the following policies:</p> <ul style="list-style-type: none"> • Sabbatical Policy • Disciplinary Guidance • Disciplinary Procedure • Grievance Guidance • Grievance Procedure • Business Continuity Plan • Upper Pay Scale annex of Pay Policy • Complaints Procedure <p>The FGB felt that some further work should be carried out to refine the Staff Code of Conduct. It agreed that members of the FGB should be given the opportunity to comment on a further version by email. The FGB delegated the decision to approve and implement this document to the Pay & Personnel Committee.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Prepare collective grievance procedure for Pay & Personnel Committee with HR advice • Consider how members of staff sent home under the Disciplinary Procedure could be supported in practice • Update Staff Code of Conduct, circulate for FGB comments and provide final version for Pay & Personnel Committee for approval 	DF P&P Cttee ZB & AW

17	<p>Committee chairs' updates and minutes The FGB received the minutes of its committees and received verbal updates on key issues from committee chairs.</p> <p><u>Finance & Premises</u> Budget - The FGB was reminded that it would normally receive a draft budget from the Finance & Premises Committee at this meeting, so that it could submit an approved draft budget to the Borough in March. The Chair of the Finance & Premises Committee reported that there had been a delay in the Borough providing the necessary figures to enable the Federation to do this. As such, no budget papers had been provided for the meeting. The FGB's permission was sought to consider and approve the draft budget for HHJS by email following the meeting and before the Borough's 7 April submission deadline. The FGB agreed this change.</p> <p>The Committee Chair reported that the Federation was unable to provide the CIS draft budget until it had completed the HR staffing consultation process. The Committee Chair & School Business Manager had spoken to the AfC finance department to make them aware and agreed that there would be a delay in the submission of the CIS budget until the process had been completed. It was agreed that a new timeline outlining the FGB's opportunity to review and approve the draft budget would be provided.</p> <p>The FGB was pleased to hear that the local authority had agreed to fund both the installation of a fire detection system at CIS and the expansion and refurbishment of the CIS toilets. Other successes were the installation of a traversing wall at HHJS and the imminent completion of the CIS playground</p> <p><u>Pay & Personnel</u> A summary of the Committee's work was given, with reference to the earlier item on policy review and the CIS staff consultation, which had been main focusses of the Committee's work during the term. It was noted that Headteacher performance reviews had been undertaken.</p> <p><u>Achievement & Families</u> It was reported that the Committee had received presentations from the school science leads, which had been engaging and inspiring for governors.</p> <p>Governors heard that the School Improvement Partner reports had been used to help set the agenda for the committee meeting, and as a result there had been a focus of governor questions around maths mastery, which had been very helpful.</p> <p>It was also noted that the results of the Reception parent survey had been very positive and had highlighted the work of Miss Owens, who had subsequently been sent a thank you letter by the Chair of Governors. The survey had also highlighted the ongoing debate about the pros and cons of staggered entry for Reception pupils. In response the school was looking at a shorter process.</p> <p><u>Strategy Group</u> The FGB heard that the work of the Group had been covered in discussion of other agenda items.</p> <p><u>ACTION:</u></p> <ul style="list-style-type: none"> • Provide HHJS draft budget for FGB review and approval by email in advance of 7 April deadline for submission to Borough • Provide a revised timeline for the FGB to review and approve the CIS draft budget in line with revised submission deadline to be agreed with the Borough 	
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18	<p>Communication with parents</p> <p>The FGB discussed what matters would be of most interest to parents and carers, for the next edition of the newsletter. It was agreed that it should recognise the challenging time for schools nationally, as well as focussing on Federation issues.</p> <p>ACTIONS: Draft newsletter for approval by Chair of Governors</p>	SW
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Next meeting: 6.30pm on Thursday 9 May 2019 at Carlisle Infant School

Signed: **Date:**.....