



EDWARD WILSON PRIMARY SCHOOL

AGREED MINUTES AND ACTIONS FROM THE FULL GOVERNING BODY MEETING HELD ON TUESDAY 26TH MARCH 2024 6PM AT EW PRIMARY SCHOOL

ATTENDANCE

Simon Mair (Chair)	Co-opted	6 Jul 2016 - 5 Jul 2024	✓
Darren Guttridge	Headteacher	n/a	✓
Jo-Anne Ling	Staff	30 Sept 2019 - 29 Sept 2023	✓
Amy Polglase	Co-opted	7 Apr 2022 - 6 Apr 2026	✓
Felicia Wong	Co-opted	19 Sept 2023 – 18 Sept 2027	✓
Thomas Jennings	Co-opted	6 Jul 2022 - 5 Jul 2026	✓
Anjuna Prasher	Co-opted	19 Sept 2023 – 18 Sept 2027	APOLOGIES
Nariman Abdelrahman	Parent	3 Nov 2021 - 2 Nov 2025	APOLOGIES
Malak Ibrahim	Parent	6 Nov 2022 - 5 Nov 2026	APOLOGIES
Others present			
Jade Costelloe-Tully	Head of School		APOLOGIES
Carol Rowlands	School Business Manager		✓
Pete McGuigan*	Clerk		✓

	ITEM	ACTION
1	Welcome, apologies for absence and declarations of interest	
1.1	Simon (SM) opened the meeting at 6.10 p.m. and welcomed everyone. Apologies had been received and accepted from - Anjuna Prasher. - Nariman Abdelrahman. - Malak Ibrahim. - Jade Costelloe-Tully.	
1.2	There were no declarations of interest for the meeting.	
2	Minutes of the previous meeting (28.11.23) – accuracy and matters	

	arising	
2.1	<u>Governors agreed the accuracy of the previously-circulated minutes from 28.11.23</u> - PM to upload 28.11.23 agreed FGB minutes to GovernorHub - SM to sign previous minutes online.	PM SM
2.2	<u>Governors agreed that all actions had been taken, or were on the current agenda, noting that:</u> - SM was yet to sign previous minutes on GHub. - SM was yet to circulate proposed roles for Governors for approval, including Amy (APo) becoming the new Safeguarding Governor. - DG was yet to circulate the most up to date data on 2023 assessment results. - SM would resolve the Vice CoG role for the 24-25 school year. - SM and AP agreed to ensure the SCR was up to date and signed.	SM SM AP DG SM SM
3	Headteacher's Report	
3.1	Darren (DG) presented the circulated HT's report papers, updated Governors on school progress, and highlighted: - the school roll (NOR) was clearly reflecting the one form entry (1FE) profile of the school, although DG noted that the school was not formally designed 1FE by WCC – this allowed flexibility if school rolls recovered, for EWPS to grow again. - there were 30 in Nursery and 28 in Reception, and 287 on roll, which was higher than during the October census (which drives funding for the following financial year. - Y3-Y5 were still more than 1FE, but these numbers would change as classes moved through the school. 20% of the school population was Kurdish and there was 91% of pupils with EAL, mainly Arabic and Kurdish speakers. 63% were in the Pupil Premium (PP) category, 18% with SEND, including 5% with EHCPs (compared to the national average of 3%). DG explained EHCP funding, and Governors noted that the number would rise as the ASD unit opened fully. DG noted that 5 children were already on roll for the unit, and would transfer when open (rising to 8, then a maximum of 12). - there was a high level of pupil mobility (i.e. turnover of children). 13 pupils had left the school and DG provided details of their reasons for leaving (mainly moving out of the area). DG noted that children were only removed from the EWPS roll, when DG was satisfied that they were in school, in home education, or referred to the Children Missing Education team. Historical attendance data for these children could not be changed. - attendance data were accurate to the February half term break	

	and DG highlighted: ○ EWPS attendance was lower than the WCC average, with 92.7% overall, compared to 93.5 in the borough. The best ever at EWPS was 96.2% and the target continued to be 96% (based on national guidance), although it was unlikely that it would be achieved in the near-future. ○ DG showed the individual year group percentages and the attendance of identified groups, including Lebanese, and 'Arab Other' as the highest and Bangladeshi as the lowest. ○ boys' attendance was lower than girls', and SEND was lower than non-SEND (although higher than in 2023). ○ PP attendance was higher than non-PP, which was different from national averages. ○ improving attendance was a key focus for the school, and strategies included referrals to Children Missing Education, and requests to set Fixed Penalty Notices (very high compared to other WCC schools). DG noted that: ○ Government was recommending all schools to set FPNs, and not only for long holidays in school time but generally for poor attendance (probably not for genuine illness). ○ if FPNs became the standard response, it would be very challenging for some children and their families. Governors established that the communications on stricter penalties for absence were still to be agreed. ○ except for 1 family, parents accepted the FPNs, without rancour, and did not blame the school. ○ as well as a financial cost for parents, there was also the educational cost to the pupil of missing school. ○ extra pressure on families could increase their stress levels. EWPS had just received word that they would be funded by the John Lyons charity for an attendance project - £60 per year over 3 years, to improve attendance with more staff, a walking bus, home school liaison, after school services, multi-agency working, including greater CAMHS access. ● teaching was good or better for all staff, with SLT judgements based on the national Teacher Standards, Ofsted framework, cross-school peer reviews, and knowledge and experience of effective practice. Ofsted no longer made a direct judgement on individual teachers. ● there were 5 key priorities in the SDP, including the ASD resource base, which was nearly ready for opening. When open, unusually EWPS would have 2 units – for ASD and Visual Impairment – with a SEND outreach centre yet to be established. ● costs for resourcing and furnishing the new unit would be borne by EWPS, (reimbursed by WCC). The school budget was not to be used to cross-subsidise the Unit.	
--	--	--

	• DG explained that in assessment data, 'EXP' meant achieving the expected for the age group, and 'GD' meant greater depth, i.e. better than expectation. • Performance Management was in hand, with final reviews and pay recommendations to be completed by the end of the summer term and reported to the Pay Committee. • 2 staff members were being managed formally, now referred to the LA's Occupational Health department, over their high rate of absence. • Safeguarding responsibilities lay with Helena (HD) (Designated Safeguarding Lead (DSL), with 3 Deputy DSLs (DG, Jo-Anne (JAL) and Jade (JCT), and Amy (AP), the Safeguarding Link Governor. AP and SM agreed to scrutinise and sign the Single Central Record before the end of term. • pupil numbers in Safeguarding categories were: ○ 6 Children in Need (with concerns over parenting, but not serious enough to be in the Child Protection (CP) category. ○ 1 Looked After (LAC), and 2 who had previously been LAC. ○ 6 multi-agency referrals and 2 LADO referrals. ○ There were 0 CP or refuge children currently on roll. • There had been 2 recorded accusations of bullying, (which had been fully investigated and resolved), and no suspensions or exclusions. • The previously discussed School Superzone project had been agreed, and DG noted that 20% of parents brought their children to school by car.	SM AP
3.2	Through questioning and challenging DG, Governors highlighted that: • the curriculum was well-reported to Governors (at the CCC) and scrutinised by them. The regular presentations from staff members directly to Governors at CCC meetings helped with this process, so that Governors heard the information from a range of sources, and not just from the Headteacher, so could triangulate this with other data presented. The 'Challenge Partners' programme also helped all stakeholders have confidence in the school's self evaluation. • the date for the next INSET day was 2.6.<u>24.</u>	
4	Committee reports	
4.1	Carol (CR) reported on the site and services, and highlighted: • problems with flooding from the leaking roof continued, with WCC contractors still working to repair it, with the initial planned 6 weeks of work extended to 9 months. • a significant crack in a lintel was being investigated (currently made safe with Acrow props). CR noted that the cost of repair	

	would be paid by WCC. - the cleaning contract was being taken on by a new company – this was cheaper, and staff were paid at least the London Living Wage (LLW). - the catering contract cost was rising, and staff would be paid the LLW from easter. CR noted that - this had been agreed previously by Governors, but had not been enacted by the company. - if the catering and lunchtime costs were to be reduced, they would need to be organised differently. - replacing or repairing the gates had been fully discussed at the recent Resources committee meeting, which was recommending to the FGB to award the replacement contract to Harling, at a cost of £27k, plus a connection cost to the school electrical supply. After discussion, Governors agreed to accept the Resources Committee recommendation for CR to proceed with the Harling quotation of £27k, as soon as possible. - the Resources Committee had discussed how to prevent pigeon mess and disturbance. Through CR's investigation, it was clear that it would be a complicated and expensive process. Potential solutions had included regular attendance of a hawk to deter them. Governors agreed for CR to investigate and action plastic spikes on surfaces and netting, up to a cost of £20k. Governors agreed that if the cost was more, CR would seek permission from the FGB on GHub. - Afghan resettlement funding from 2021 (£25k) had been credited to the school, but the children had since left, being rehoused in different areas. After discussion, Governors agreed the school's proposal to ringfence the money to spend on current refugee children and families, who were in great need, including £6.5k for supporting 19 families over the Easter break, who had been moved from their hotel because of a fire. Governors noted that identifying individual groups for extra funding could be sensitive and contentious, and agreed to manage communication carefully. They noted that the funding should be spent as much as possible on children's needs and be spent in the spirit in which was allocated.	CR CR
5	Policies	
5.1	<u>Governors agreed the circulated policies for:</u> <u>Anti-bullying</u> <u>Behaviour,</u> noting that there were some changes from the WCC recommended policy, including: - using praise and recognition, rather stickers and prizes for good behaviour, with children encouraged to recognise good behaviour in their peers.	

	○ maintaining charts and internal suspensions to manage poor behaviour. ● <u>Medical Needs</u> ● <u>The Emergency Plan</u> ● <u>The SFVS form,</u> noting that the Resources Committee would discuss how benchmarking data could be used more effectively and report to the FGB.	Resources committee and FGB agendas
6	Governance	
6.1	DG reported that he was working with WCC to find a potential LA Governor. SM agreed to continue as Chair of Resources until the end of the school year and noted that his term of office would expire on 8.7.24, although would continue as a Governor if re-co-opted by the FGB.	DG
11	Dates of remaining meetings in 2023-24	
Governors noted the remaining dates for GB meetings in 2023-24:		
11.1	● Resources <u>23.4.24 at 8.00 a.m. (changed from 1.5.24)</u> ● CCC 7.5.24	● CCC 11.6.24 ● Resources 19.6.24 ● FGB 1.7.24

Simon thanked everyone for their work and closed the meeting at 7.45 p.m.

Agreed at the 1.7.24 FGB meeting signed on GHub by Simon Mair.