**East Sheen Primary School**

*FGB Agenda*

*East Sheen Primary School*

*Tuesday 24th May 2022*

*7:30pm*

*Quorum: 9 governors*

***Governing Body (GB) meetings should be driven by school improvement, not “business”. Meetings are more effective and rewarding for everyone if they consist of stimulating debate discussing strategic direction and evaluating the progress that the school is making, rather than being dominated by matters of business, policy review and information sharing. Several strategies can facilitate this:***

***Prior to the meeting:***

1. ***All relevant information is circulated well in advance of the meeting***
2. ***This information is read by every governor so that there is minimum information sharing at the meeting and maximum discussion***

***In the meeting:***

1. ***Agenda and discussion focus clearly on school improvement***
2. ***Conclusions, decisions and actions are clearly summarised by the Chair before moving onto another agenda item***

*Throughout the meeting, governors are asked to be mindful of the 3 core functions of a Governing Body (according to the Governance Handbook):*

* ***Ensuring clarity of vision, ethos and strategic direction;***
* ***Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and***
* ***Overseeing the financial performance of the organisation and making sure its money is well spent.***

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| 1. **Priority Papers for Review at this meeting** | 1. **Useful Papers for this meeting (if you have time)** |
| * Policies: * Staff disciplinary policy * Staff grievance procedure | * Governor Conferencing Reports * TL Classroom Visit Reports * H&S Walk Report * Minutes from committee meetings where available - |
| 1. **Supplementary Reading (Background information or Briefings)** | 1. **Reference Documents** |
| * INSET document | * HT and Data Dashboard * Staff Code of Conduct * Green and White Papers * Minutes from previous meeting 22-03-22 * SEF * Link Class Allocations * SDP & School Priorities |

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| *Debbie Canner (Head) Harry Page, Susannah Milligan, Chris Styles, Graham Dyer, Helen Wrigglesworth, Andrew Miller, Nathalie Townley, Emmet Regan, Jessica Zayouna, Carol Hawkins, Nicky Dorman, Rupert Brown, Emily Maltby, Jess Oliver, Leon Orr* |

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| *7:30pm* | **PROCEDURAL BUSINESS** | | |
| **1.** | | **Welcome, Apologies & Notification of Any Other Urgent Business.**  Chair to address Vision and Values Statement | Chair |
| **2.** | | **Declarations of Interest** | Chair |
| **3.** | | **Approve Minutes of previous meeting** | Chair |
| **4.** | | **Changes to Governing Body Membership**   * Ratify Katharina Machule Associate Member of Resources | Chair |

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| *7:35pm* | **MAIN AGENDA ITEMS: SCHOOL CONTINUITY & SCHOOL IMPROVEMENT** | |
| **5.** | **Review SDP progress & Verbal Committee Updates**  Heads Update on RAG Rated SDP for committees  **T&L**   1. *Maximise the progress for all to close attainment gaps ensuring children meet age expected standard or beyond* 2. *Monitor the impact of targeted interventions to ensure progress maximised and at least ‘good’ and gaps arising from school closures are addressed.* 3. *Implement robust monitoring programme post covid to evidence consistency of QFT across the school and support development of subject leaders.* 4. *Further develop environmental intelligence strand through the curriculum* 5. *Increase the opportunities for outdoor learning and field study post covid.* 6. *Introduce French curriculum to EYFS and KS1 and assess impact of the changes made to the delivery of French, music and computing.*   **CFC**   1. *Wellbeing of pupils and staff is promoted* 2. *ESPS is a school of choice for families in the community (evidenced by 95% occupancy), promoted and recognised for its strong core values, inclusivity, achievement and leadership in innovative teaching and learning* 3. *Achieve 97% attendance for all pupil groups.*   **Resources**   1. *Manage school budget proactively to reduce projected deficit position* 2. *Monitor impact of grant spending on pupil groups* 3. *Manage plans for new build project to ensure provision of high-quality classrooms with minimised impact on school operations* 4. *Consider environmental issues affecting the school site (including continued monitoring of pollution) and adopt reasonable measures to mitigate effects.* | Head (supported by committee chairs) |
| **6.** | **COVID-19 Update** | Head |
| **7.** | **Monitoring Visits**   * Feedback from governor link visits * Classroom visits TL | Chair |
| **8.** | **School Improvement Partner (SIP)**  Any update from Summer Visit? | Head |

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| *8:35pm-9:00pm* | **STANDING ITEMS: ‘KNOW YOUR SCHOOL’** | |  |
| **9.** | **Head Teacher Report** |  | Head |
| **10.** | **Data Dashboard** |  | Head |
| **11.** | **Staffing Update** |  | Head |
| **12.** | **Safeguarding Update** |  | Safeguarding LINK Governors/ Head |
| **13.** | **Wellbeing** |  | Head/LINK |

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| *9:00pm* | **OTHER BUSINESS** |  |
| **14.** | **Pay and Appraisal and HTPM Feedback** | Chairs |
| **15.** | **Policy and Document Approval**   * Staff disciplinary and staff grievance procedures | Deputy |
| **16.** | **Governor monitoring of SATS administration** | Chair |
| **17.** | **Skills Audit** | Chair |
| **18.** | **Chairs 360 and Governance SEF** | Chair |
| **19.** | **Away Day** | Chair |
| **20.** | **CPD**  Feedback from governors who have attended training  Feedback from Safeguarding NGA Link | Clerk |
| **21.** | **Governor Newsletter** | SM |
| **22.** | **Dates for the Diary**  2nd July Family Festival | Chair |
| **23.** | **Schools White Paper and SEND Green Paper** | Chair |

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|  | **ANY OTHER BUSINESS** |
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| *9:30pm* | **REFLECTION ON IMPACT AT MEETING AND FEEDBACK TO STAFF AND PUPIL LEADERSHIP TEAM** |
|  | 1. What impact have we had? 2. What to feedback to the PLT? 3. What to feedback to the staff? |

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| **Dates of next Meetings:** | CFC Committee  Resources Committee  T&L Committee  FGB Meeting | Tuesday 14th June 3:45pm  Thursday 16th June 6:30pm  Tuesday 19th July 8:00am  Tuesday 28th June 7:30pm |