



FLEET PRIMARY SCHOOL

AGREED Minutes and actions from the Full Governing Board Meeting held on Wednesday 4th October 2023 at 6.00 pm

ATTENDANCE

Marcus Boyland (Chair)	✓
Don McGibbon – Headteacher	✓
Sinead Costelloe	✓
Rebecca Combes	✓
Annie Balme	✓
Marianne Porter	✓
John Showell	✓
Kim Issroff	✓
Bukky Ekpenyong	✓
Abdullah (Abdul) Al Mamun	✓
Marcus Agbai	✓ (until 6.30)
Claire Price	Apologies
Oonagh Pierce	Apologies
Ellie Melkuhn	Apologies
Jason Cooke	
OTHERS PRESENT:	
Hazha Tawfiq	✓ (until 7.00)
Becca Wall – Deputy Headteacher	✓
Debbie Barry – School Business Manager	✓
Pete McGuigan - Clerk to Governors	✓

	ITEM	ACTION
1	Welcome, apologies for absence, declarations of interest, and AOB for later in the meeting	
1.1	<p>Marcus (MB) opened the meeting at 6.00 p.m. and welcomed everyone.</p> <p>Apologies had been received and accepted for</p> <ul style="list-style-type: none"> • Claire Price • Oonagh Pierce • Ellie Melkhun <p>and Governors noted the absence of Jason Cooke (sent apologies post meeting).</p>	



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	Marcus (MB) welcomed Abdullah (Abdul) Al Mamun and Marcus Agbai as new Parent Governors, and Hazha Tawfiq as a potential Parent Governor.	
1.2	There were no new declarations of interest for the meeting, and Governors noted that Marcus was the Camden Cabinet Member for Best Start for Children and Families.	
1.3	<p>There was no AOB raised for later in the meeting, and MB noted that:</p> <ul style="list-style-type: none"> • there was a new (temporary for 2 years) Jewish boys' secondary school in the old St Dominic's building. • there was a borough-wide public health report soon to be published and MB agreed to circulate if to Governors if requested. • there was currently a sharp Camden focus on improving school attendance. • Camden school attainment had been 'solid' in 2022-23. 	MB
2	Election of Chair and Vice Chair	
2.1	<p><u>Governors unanimously agreed for:</u></p> <ul style="list-style-type: none"> • <u>Marcus Boyland to be Chair of Fleet Governors for the 2023-24 school year.</u> • <u>Jason Cooke to be Vice Chair of Fleet Governors for the 2023-24 school year.</u> 	
3	Staff presentation – Early Years	
3.1	<p>Rebecca Combes (RC) took Governors on a tour of Early Years (EYFS) at Fleet, highlighting:</p> <ul style="list-style-type: none"> • the importance of 'freeflow' (children's free access to activities inside and outside in Nursery). • resources and provision ranged across 7 curriculum areas, including PSED, Communication and Language, and Physical activity, plus literacy, maths, understanding the world, and expressive arts and design. RC noted that children's experiences rarely focussed on single areas of learning, but engaged with many areas at once. • indoor activities and areas included messy play, woodwork, making, painting, sand play, and mark making: these were cleared at the end of every morning session ready for lunch in the classroom, and the specific foci and resources were reviewed and refreshed at least daily, often in response to children's interests. Resources were set again for the afternoon sessions. 	



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	<ul style="list-style-type: none"> • outdoor activities and areas included the garden, climbing frames, large sand and water play, bricks and blocks, tyres, mud kitchen, natural resources, chalk, paint, scooters, and bikes. • Reception class was like Nursery, but with some more structure and demand, including ‘carpet sessions’ for focussed work, including topic and phonics (the Little Wandle scheme). Other areas were similar to Nursery (e.g. playdoh, messy play, free flow, home corner, and role play). • attendance at Fleet Nursery helped children settle quickly to Reception. <p>Through questioning and challenging RC, Governors established that:</p> <ul style="list-style-type: none"> • there were 3 staff members for 26 children in Nursery and 30 children and 3 staff in Reception. • after a great start , children would attend full time by the end of the week, with only a few requiring an extended period of part time or adaptation, with expected attendance adjusted as children’s needs became clear. • all children had lunch in the Nursery, although some would only eat a restricted diet to start with. It was important to develop their confidence and security, to help them relax into Nursery, and an ‘open door’ policy with parents helped children in that settling period. • in Reception (and Nursery), ‘fidelity’ to the LW scheme (focusing on phonemes, graphemes and ‘tricky words’) was important. • the Reception Baseline assessment had already been completed (and would be used to judge progress when children left primary at the end of Y6). Assessment in Nursery was always formative to help staff decide on next steps in learning. • Fleet was part of Camden’s ‘Kids Talk’, which emphasised developing oracy through listening to, reflecting back, and scaffolding, children’s own language, rather than asking too many questions. • progress was judged on children’s learning and chronological ages. This was being supported by an external speech and language specialist, and support for parents. 	
4	Minutes from previous FGB meeting (20.6.23)	
4.1	<p><u>Governors agreed the accuracy of the circulated minutes from the 20.6.23 FGB meeting.</u></p> <ul style="list-style-type: none"> • PM to upload 20.6.23 FGB minutes for GHub • MB to sign previous minutes on GHub. <p><u>Governors agreed that all actions had been taken or were on the</u></p>	PM MB



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	<p>current agenda, noting that:</p> <ul style="list-style-type: none"> • DM was yet to consider drafting some staff FAQs for partnership working. • Potential Abacus School relocation had not been resolved, with the St Dominics site not available to them and Haverstock relocation unclear. Governors discussed this and highlighted: <ul style="list-style-type: none"> ○ Abacus having a permanent home, (which could accommodate 2FE), would likely have a negative impact on other local school recruitment, including FPS. ○ catchment area limits only really applied when schools were full and because of pupils transferring to private school from Abacus, they were not full. ○ there were no current plans to close any more Camden schools. ○ MB agreed to request a presentation from Camden or Haverstock to Fleet Governors on Abacus plans. • John (JS) agreed to draft and present a plan for using the £98k School Fund, at the next FGB meeting, which would clarify <ul style="list-style-type: none"> ○ the use of the Fund for the education of children and staff development, but not for salaries or core services, which should be funded by the school budget. (Governors discussed whether funding for after school clubs could pay for staff). ○ the need for written records, which were to be presented to FGB meetings as a standing item. ○ whether applying for charitable status would be of value, given that the school fund was not taxed. • parental donations (following changes to school meal charges) had been requested, and raised £500. DM agreed to send general reminders to parents, but did not feel comfortable asking individual parents to contribute. 	<p>DM</p> <p>MB</p> <p>JS</p> <p>DM</p>
5	Committee reports	
5.1	There were no reports from committees.	
6	Headteacher’s verbal report.	
6.1	<p>Referring to the circulated contextual data, DM updated Governors on school development, and highlighted:</p> <ul style="list-style-type: none"> • the new provision of Universal Free School Meals for all KS2 children, exacerbated the difficulty of getting parents to complete forms that would provide Pupil Premium (PP) funding for the school: there was little incentive for them to do it, since FSM were already provided. Currently, the school received PP funding for 91 pupils. 	



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- the number of families accessing Early Help had increased (currently 21 pupils from 11 families).
- there was a high level of pupil mobility, including through families being rehoused.
- Nursery was full and Reception had 28 pupils (again, with high mobility).
- the number on roll (NOR) was 202 (i.e. 8 vacancies across the school), which would have a detrimental impact on the October census, and 2024-25 budget.
- Fleet was still able to provide free Nursery places.
- Fleet attendance was lower than in previous years, (which placed Fleet mid-table in Camden). However, currently attendance was good at 95.5% and punctuality had improved.
- Persistent Absence (PA) was not yet accurate, with early absence skewing the data: the trend would become clearer as the year progressed.
- end of 2022-23 assessment outcomes had been good, for end of EYFS, , Y1 phonics, Y4 times-tables check, and end of KS2 in Reading, Maths and Combined. Writing had been comparatively low, (against Camden) but was just over national.
- KS1 results had been comparatively low in Reading, Writing and Maths, but had shown good progress. DM noted that from the current year, there was no longer a requirement to assess and report KS1 results, with the Reception Baseline assessment (already done for the 2023 intake), now to be used to judge progress from Reception to Y6.
- unusually, Pupil Premium children (i.e. disadvantaged) had outperformed non PP children.
- 'Higher standard' achievement in KS2 had been comparatively low in Combined and Writing, with Reading and Maths nearer to Camden averages.
- Y6 targets for 2023-24 were cautious, with tutor group work expected to raise levels, but noting that there was high mobility in the cohort, which reduced the likelihood of high overall attainment.
- the new Camden Professional Partner for Fleet was Andy George, and he had visited, along with the Camden Learning CEO (Stephen Hall).
- the Camden Learning Centre (CLC) was likely to be more school based in future.
- the changes to Keeping Children Safe in Education 2023, with greater responsibility for schools to filter of online content.

Through questioning and challenging DM, Governors established that:

- the Family Support Worker encouraged and supported parents



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	<p>to complete the necessary forms for PP funding.</p> <ul style="list-style-type: none"> the school recognised that Writing was an issue for the current Y3 class (the KS1 cohort in the circulated data). DM noted that the development of writing followed reading, and there were several booster groups to support them. there was a range of adults who led interventions, which were prioritised according to pupil needs, including for Y6 in Writing. work scrutinies in Maths and English, as well as the first round of Pupil Progress meetings, had been done. work was ongoing in trying get Camden to convert ENGS (Exceptional Needs Grants) to EHCPs (Education, Health and Care Plans) for some individual pupils. 	
7	School Development Plan	
7.1	<p>DM presented the updated Self Evaluation and School Development plans (SEF and SIP) and highlighted:</p> <ul style="list-style-type: none"> the overall SDP focus was to embed previous targets more securely, including Outcomes in EYS, KS1, phonics and early reading, and writing and grammar across school, to help prepare children for secondary transition. other foci included wider curriculum, oracy, work with the anti-racist hub, attendance and developing the 135 partnership. DM described the topics, and numerous trips and visits to support the curriculum. there had been a good response to the new Family Support Worker (who worked 0.6 on direct attendance interventions, including linking with Camden’s wider attendance network,, and 0.4 on administrative duties, across the 135 partnership). the 135 partnership was going well, with cross-school working (including Music liaison) good SENDCO links, and an new cross-school Site Services Officer in post. finances were going well, with funding secured for additional academic support for Y5, FSM pupils, Government funding to cover pay increases, DfE funding for the English Hub, CIL funding for playground development, new building work finished and ready for use, new decoration, furniture and carpets in year 5 & 6, and extra income from the kitchen being used by Camden over the summer. however, there would be higher than anticipated cover costs for 2 support staff on sick leave, and likely extra costs for replacing outdoor equipment. There was no evidence of RAAC in the school. the Finance and Staffing committee had agreed to recommend the use of School Fund for playground equipment. with the aim of recouping it through other bids. 	



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	<ul style="list-style-type: none"> the current Balance of School fund was: £98k 	
7.2	<p>Through questioning and challenging DM, Governors established that:</p> <ul style="list-style-type: none"> Writing, Attendance and KS1, were the key priorities for 2023-24: other targets were of second order. 	
8	Policies, AOB and confidential	
8.1	<p><u>Governors agreed the circulated policies for:</u></p> <ul style="list-style-type: none"> <u>Safeguarding and child protection policy.</u> <u>Child on Child Abuse.</u> <u>Children Missing or Absent from Education Guidance.</u> <u>Online safety Policy.</u> <u>guidance for schools on dealing with allegations against staff members.</u> <u>Harmful Sexual Behaviour Protocol.</u> <u>Physical intervention and restraint.</u> <u>Safer Recruitment and Staff conduct.</u> <u>Screening and searching guidance for schools.</u> <u>SEND.</u> <u>SEND Information Report.</u> <u>SEND Provision Map.</u> 	
8.2	There were no AOB or confidential matters to discuss.	
9	Governance	
9.1	Governors agreed to consider reducing the size of the FGB, and changing the Instrument of Government) at the next FGB meeting.	FGB agenda
10	FGB meeting dates 2023-24	
10.1	Governors noted the dates for FGB meetings in 23-24:	
	<ul style="list-style-type: none"> Wednesday 29.11.23 Tuesday 6.2.24 Wednesday 20.3.24 	<ul style="list-style-type: none"> Monday 13.5.24 Tuesday 18.6.24

MB closed the meeting at 8.05 p.m.

**AGREED AT THE 29.11.23 FGB MEETING AND SIGNED ONLINE BY
Marcus Boyland , Chair of the FGB meeting.**