



# FLEET PRIMARY SCHOOL

**AGREED** Minutes and actions from the Full Governing Board Meeting held on  
**Wednesday 29<sup>th</sup> November 2023 at 6.00 pm**

## ATTENDANCE

Marcus Boyland (Chair)	Apologies
Don McGibbon – Headteacher	✓
Sinead Costelloe	✓
Rebecca Combes	✓
Annie Balme	Apologies
John Showell	✓
Kim Issroff	✓
Bukky Ekpenyong	✓
Abdullah (Abdul) Al Mamun	✓
Marcus Agbai	✓ (until 7.25)
Claire Price	Apologies
Oonagh Pierce	✓
Ellie Melkuhn (Chair for the meeting)	✓
Jason Cooke	✓ (from 6.20)
<b>OTHERS PRESENT:</b>	
Becca Wall – Deputy Headteacher	✓
Debbie Barry – School Business Manager	✓ (from 6.20)
Pete McGuigan - Clerk to Governors	✓

	ITEM	ACTION
<b>1</b>	<b>Welcome, apologies for absence, declarations of interest, and AOB for later in the meeting</b>	
<b>1.1</b>	In the absence of Marcus B, Ellie (EM) opened the meeting at 6.05 p.m. and welcomed everyone.  Apologies had been received and accepted for <ul style="list-style-type: none"> <li>• Marcus Boyland.</li> <li>• Claire Price.</li> <li>• Annie Balme.</li> </ul>	
<b>1.2</b>	There were no declarations of interest for the meeting.	
<b>1.3</b>	There was no AOB raised for later in the meeting. Governors agreed some changes to Link Governor responsibilities and visits. Don (DM) updated the list and reminded <b>Governors to visit, -</b>	<b>All</b>



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	visits would involve speaking with school leaders, may also look at pupils' work and activities and learn about school approach to an area, following visit Governors would write a short report for the FGB (or appropriate sub-committee).	
2	Staff presentation	
2.1	Governors agreed to discuss the size of the GB at the next FGB meeting.	FGB agenda
3	Previous minutes from the 4.10.23 FGB meeting	
3.1	<p><u>Governors agreed the accuracy of the circulated minutes from the 4.10.23 FGB meeting.</u></p> <ul style="list-style-type: none"> <li>PM to upload 4.10.23 FGB minutes for GHub</li> <li>MB to sign previous minutes on GHub.</li> </ul> <p><u>Governors agreed that all actions had been taken or were on the current agenda</u>, noting that:</p> <ul style="list-style-type: none"> <li>FAQs for partnership were not required.</li> <li>MB was yet to request a presentation from Camden or Haverstock to Fleet Governors on Abacus plans.</li> <li>Debbie (DB) was progressing direct payments by parents into school fund.</li> </ul>	<p>PM MB</p> <p>MB</p>
4	Committee meeting reports	
4.1	<p>Oonagh (OP) presented the <b>Curriculum and Standards (C&amp;S)</b> minutes from 23.11.23 and highlighted their foci on:</p> <ul style="list-style-type: none"> <li>receiving a good English presentation to C&amp;S, including Writing, and Little Wandle phonics.</li> <li>Y3, with low attainment in Y2.</li> <li>Attendance.</li> <li>policies for Maths, Calculation, Pupil Premium Document, and a PE Premium Document.</li> </ul> <p>Jason (JC) updated Governors on the work of the <b>Finance Committee</b> and highlighted that the forecast carryforward into 24-25 had been reduced by £57k (from £166k), and there was £98k in school fund, so was not a concern in 23-24, but the 3 year projection was more concerning.</p> <p>John (JS) presented the circulated <b>School Fund Aims</b> document and highlighted Governance and the aims of expenditure, including for one-off items of expenditure and exceptional circumstances for school trips, but not for ongoing basic provision and only a maximum of 20% of the</p>	



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	value of the fund (currently £98k) to be spent in any one school year. <b><u>Governors approved the School Fund Aims.</u></b>	
<b>5</b>	<b>Headteacher's report</b>	
<b>5.1</b>	<p>DM presented the circulated Headteacher's report and highlighted:</p> <ul style="list-style-type: none"> <li>• a reduction in the number on roll (NOR), due to falling rolls, partly caused by emigration out of Camden The NOR was currently 224, with spaces in some year groups.</li> <li>• the high uptake of school meals was putting pressure on Caterlink and the kitchen, which DM was working on.</li> <li>• numbers of pupils with SEND had risen.</li> <li>• there was a higher than average percentage (Camden and National) of SEND.</li> <li>• there was a high level of pupil mobility across Camden and FPS was around average for the borough. DM noted that patterns of mobility tended to be individual, rather than in a predictable pattern.</li> <li>• Attendance was good (95%), which was near to the target of 96% and above borough averages. However, there had been some outbreaks of illness since half term, which would affect the data. DM and staff particularly chased families with histories of poor attendance, including unhelpful sibling mirroring of absence. Currently Persistent Absence (PA) was triggered by 5 days of absence. DA noted that some term-time leave had been justified, e.g. family emergencies, but not extended or late-returning holidays.</li> <li>• Attendance of identified groups varied, with PA higher for PP, Bengali and White European groups.</li> <li>• assessment data showed higher than average attainment in the Y4 times-tables check, and KS1 and KS2 targets had been scrutinised by the Curriculum Committee.</li> <li>• Little Wandle was having a positive impact on phonics and early reading, and this would be scrutinised during planned Learning Walks.</li> <li>• work scrutinies and pupil conferences were going well.</li> <li>• Performance Management was in hand, with targets including foci on the SDP and staff development.</li> <li>• Pupil Progress meetings had been held, and would be repeated before Christmas.</li> <li>• 2 children were being supported through Child Protection, and 9 through Early Help. DM met weekly with Marcus B to discuss Safeguarding issues.</li> <li>• 24% of pupils were identified as having SEND .</li> <li>• non-universal FSM eligibility was based on current and past</li> </ul>	



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	<p>access through current receipt of PP, and during the previous 6 years (Ever6 eligibility).</p> <ul style="list-style-type: none"> <li>• the <b>SDP was RAG rated</b> and key issues included:</li> <li>• Outcomes for Children <ul style="list-style-type: none"> <li>○ accelerating learning in the EYFS and KS1 so that KS1 outcomes are at least in line with national standard.</li> <li>○ Writing – raising attainment across the school in writing to be in line with National Standards at end of Key Stages, including embedding grammar work into writing.</li> </ul> </li> <li>• Leadership and Management – Improving attendance levels across the school leading to improved outcomes and engagement.</li> <li>• Curriculum development, including: <ul style="list-style-type: none"> <li>○ using quizzes as assessment opportunities.</li> <li>○ extending Black History Month to be an all-year focus.</li> </ul> </li> <li>• there had been an exceptionally wide range of trips, visits and visitors to support the curriculum., as well as work with other schools in the 1-3-5 Partnership.</li> <li>• FPS was taking part in an action research oracy project (with 7 other schools) through ‘Camden Kids Talk’. DM noted that only 26% of the target groups were on age-related track with Oracy, and 50% of children were well below in Nursery. Rebecca (RC) reported that Oracy was assessed using a standardised test and children were screened throughout the programme, being retested as they developed, until they reached the appropriate level.</li> <li>• DM held coffee mornings, including for new parents.</li> <li>• successful teacher support and supervision was provided largely according to need, and <b>Elle (EM) offered to support DM in collating the impact of the support.</b></li> <li>• after school clubs included Anime Club, Art Club, Boys and Infant Multisports, Arabic Language Club, football clubs, Design Club, Singing, WAC Arts, and Drama.</li> <li>• work with the Teaching School Alliance was going well.</li> <li>• swimming arrangements had been discussed at the Curriculum Committee and they had discussed a possible need to provide mixed-sex swimming in Y5 and Y6 at some point but looking at this year’s cohort it was felt it would not be needed for the current Y6.</li> <li>• cycling training required a consent form for children to leave the site in Y5 and 6 which had been completed this term and went well (39 children took part).</li> <li>• the Family Support Worker (FSW) role was going well, supporting parents with of cost of living grants, assessing levels of need, and exploring joint working in the 135 Partnership and Camden, chasing attendance and punctuality, and organising</li> </ul>	<p><b>EM DM</b></p> <p><b>DM</b></p>
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	<p>parental events in school.</p> <ul style="list-style-type: none"> <li>• 135 work (with Primrose Hill having left the Partnership), included reciprocal staff visits, joint SENDCO and Site Services roles, and Heads and CoGs meeting regularly</li> <li>• school finances, including extra Y5 funding, higher cover costs for staff absence, full funding for the DfE English Hub, some extra costs for the QUBE refurbishment and Fire Alarm upgrade, CIL funding for the playground (£20k), and a planned National Lottery bid for the FSW post.</li> </ul> <p>Through questioning and challenging DM, Governors established that:</p> <ul style="list-style-type: none"> <li>• small class sizes did not significantly reduce pressure on teachers significantly, unless they fell to fewer than 20.</li> <li>• some parents were very cautious over their children’s illnesses and kept them home more than was probably necessary. Some illnesses (e.g. chickenpox) appeared later in children than pre-Covid.</li> <li>• there were more PA boys in KS1 and more PA girls in KS2. <b>DM agreed to provide future attendance data showing gender patterns.</b></li> <li>• the previously agreed extra resource to improve attendance through the FSW post had been helpful, largely due to being able to track and chase absence patterns, call home on the first day of absence, and meet with parents – i.e. playing a more pro-active role.</li> <li>• thus far, there had been no issues raised at school by the Israel / Palestine conflict. If issues did arise, DM would manage it individually, discussing it with parents if that was appropriate.</li> <li>• School Fund would pay for the shortfall in playground development as previously agreed last academic year.</li> <li>• the football pitch was rarely rented out at weekends and therefore income generated for the sink fund was behind where it should be which would be a concern at the point the pitch needs refurbished.</li> <li>• there were no problems with sharing the football pitch with Heath students.</li> <li>• funding for the playground upgrade would be taken from School Fund, but the Y6 trip did not require additional funding, and costs were being kept as low as possible.</li> </ul> <p>Marcus A left the meeting during this item at 7.25.</p>	<b>DM</b>
<b>6</b>	<b>School Development Plan</b>	
<b>6.1</b>	Governors noted the circulated SDP and agreed that it had been sufficiently scrutinised in committee.	



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<b>7</b>	<b>Policies</b>		
<b>7.1</b>	<u><b>Governors approved the Admissions Policy</b></u> , with 2 small changes, noted by DM.		
<b>7.2</b>	There were no AOB or confidential matters to discuss.		
<b>8</b>	<b>FGB meeting dates 2023-24</b>		
<b>8.1</b>	Governors noted the dates for remaining FGB meetings in 23-24:		
	<ul style="list-style-type: none"><li>• Tuesday 6.2.24</li><li>• Wednesday 20.3.24</li></ul>	<ul style="list-style-type: none"><li>• Monday 13.5.24</li><li>• Tuesday 18.6.24</li></ul>	

MB closed the meeting at 8.05 p.m.

**AGREED AT THE 6.2.24 FGB MEETING AND SIGNED ONLINE BY  
Marcus Boyland , Chair of the FGB meeting.**