



# FLEET PRIMARY SCHOOL

**AGREED** Minutes and actions from the Full Governing Board Meeting held on  
Monday 13<sup>th</sup> May 2024 at 6.00 pm

## ATTENDANCE

Jason Cooke ( <b>Chair of meeting</b> )	✓
Don McGibbon ( <b>Headteacher</b> )	✓
Claire Price	✓
John Showell	✓
Annie Balme	✓
Rebecca Coombes	✓
Abdul Al Mamun	✓
Marcus Boyland ( <b>Chair</b> )	<b>Apologies</b>
Oonagh Pierce	<b>Apologies</b>
Kim Issroff	<b>Apologies</b>
Ellie Melkuhn	<b>Apologies</b>
Sinead Costelloe	<b>Apologies</b>
Marcus Agbai	<b>Absent</b>
Bukky Epenyong	<b>Absent</b>

### Others present

Debbie Barry ( <b>School Business Manager</b> )	✓
Becca Wall (Deputy Headteacher)	<b>Apologies</b>
Pete McGuigan ( <b>Clerk</b> )	✓

	ITEM	ACTION
<b>1</b>	<b>Welcome, apologies for absence, declarations of interest, AOB for later in the meeting, and staff presentation</b>	
<b>1.1</b>	<p>In the absence of Marcus (MB), Jason (JC) chaired the meeting. Apologies had been received and were accepted from:</p> <ul style="list-style-type: none"> <li>• Marcus Boyland (Chair).</li> <li>• Oonagh Pierce.</li> <li>• Kim Issroff.</li> <li>• Ellie Melkuhn.</li> <li>• Sinead Costelloe.</li> <li>• Becca Wall.</li> </ul> <p>and Governors noted the absence of</p> <ul style="list-style-type: none"> <li>• Marcus Agbai.</li> </ul>	



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	<ul style="list-style-type: none"> <li>Bukky Epenyong.</li> </ul>	
1.2	There were no declarations of interest for the meeting, and no AOB raised for later in the meeting.	
1.3	<p>Don (DM) led Governors on a site learning walk, during which, he highlighted work done over the year, including:</p> <ul style="list-style-type: none"> <li>the newly refurbished hall floor.</li> <li>playground climbing play equipment and surfaces.</li> <li>a playground wall with some cracks, over which DM was liaising with neighbours and Camden, to have it repaired, ready for painting new murals.</li> <li>the Forest School area (recently damaged when a car crashed through the boundary fence (to be repaired urgently).</li> <li>the school pond, which was well-used, but required regular cleaning and school RRS ambassadors had recently won a bid for £500 to refurbish.</li> <li>a new mural, with new basketball hoops.</li> </ul> <p>and noted that more work would done over the summer and during 24-25.</p>	
2	<b>Previous minutes from the 20.3.24 FGB meeting</b>	
2.1	<p><b><u>Governors agreed the accuracy of the circulated minutes from the 20.3.24 FGB meeting.</u></b></p> <ul style="list-style-type: none"> <li><b>PM to upload 20.3.24 FGB minutes for GHub.</b></li> <li><b>MB to sign previous minutes on GHub.</b></li> </ul> <p><b><u>Governors agreed that all actions had been taken or were on the current agenda,</u></b> noting that:</p> <ul style="list-style-type: none"> <li>the Finance and Staffing Committee had agreed to recommend to continue free Nursery places.</li> <li>Kim (KO) had supported the school in staff recruitment.</li> <li>DM had decided against checking the vaccination status of new pupils, that it would be intrusive and inappropriate.</li> <li><b>MB was yet to circulate a Governor survey, with advice from Owen Rees.</b></li> </ul>	<p><b>PM</b> <b>MB</b></p> <p><b>MB</b></p>
3	<b>Committee reports</b>	
3.1	<p>Annie (AB) presented the circulated Curriculum and Standards Committee minutes and highlighted that they had scrutinised:</p> <ul style="list-style-type: none"> <li>teachers' Action Research projects (including EYFS Oracy and effective use of the carpet time). AB noted that learning from</li> </ul>	



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	<p>Action Research projects would be shared with colleagues, and continued during 2024-25.</p> <ul style="list-style-type: none"> <li>• Assessment, including spring term data and targets, KS2 SATs preparation, Y4 times-tables checks, and Y1 Phonics checks.</li> <li>• the SDP, including Writing.</li> <li>• Attendance.</li> <li>• policies.</li> </ul> <p>JC presented the circulated Finance and Staffing committee minutes, and draft budget, and highlighted that they had scrutinised:</p> <ul style="list-style-type: none"> <li>• 2024-24 Q3 budget data.</li> <li>• Nursery funding and charging (<b><u>Governors agreed to accept their recommendation to continue with free Nursery places for all during 2024-25</u></b>).</li> <li>• the draft budget for 2024-25, including staff changes and the use of agency staff and permanent contracts. Debbie (DB) reported that the budget was more positive than forecast and that the number on roll (NOR) in September would help clarify the longer-term budget.</li> <li>• a request for a sabbatical (which had been approved).</li> <li>• staffing structures and adjustments.</li> <li>• staff absence, (which had improved, but still with some long-term absences).</li> <li>• fundraising.</li> <li>• policies (which had not been agreed, but sent back for further work).</li> </ul> <p>JC noted that a Health and Safety inspection was due.</p>	
<b>4</b>	<b>Headteacher's report</b>	
<b>4.1</b>	<p>DM presented the circulated report and papers and highlighted:</p> <ul style="list-style-type: none"> <li>• the number on roll (<b>NOR</b>) had dropped by 1, currently Nursery was full, and there were 8 spaces across main school. DM noted that: <ul style="list-style-type: none"> <li>○ there continued to be a high level of mobility, mainly from families moving out of the area (thereby creating spaces, which were usually filled quickly by families moving into the area), or by families finding school places nearer to home.</li> <li>○ 2 children who had previously left had now returned.</li> <li>○ for September's Reception intake, Camden was still to finalise places, but currently 29 children were expected, which was positive, and more than in many other local schools.</li> </ul> </li> </ul>	



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	<ul style="list-style-type: none"><li>○ for Nursery in September, 22 children were expected, (including 5 siblings), plus 2 more to come in January 2025. DM noted that 13 children would trigger extra funding, so Nursery would break even overall, enabling the free spaces for all.</li><li>● all Y6 pupils had places for <b>secondary transfer</b>, (including 9 to William Ellis, 6 to Parliament Hill and 5 to Haverstock) and support was provided for a group of Y6 pupils by the Mental Health Support Team as part of a transition project 26 children had packed lunches by choice – the rest had school meals (which were now free for all).</li><li>● <b>Child Protection cases</b> had doubled (from 3 to 7), and there were 10 open cases.</li><li>● <b>Attendance</b> was low overall (93.5%), but improving, with Reception and Y1 particularly low, but KS1 and KS2 doing much better. The Camden Inclusion officer was due to visit soon to support Lisa in attendance meetings with parents with children who were currently below 90%.</li><li>● Although the Chicken Pox outbreak appeared to be over, there was a possibility that Measles could appear next – it is currently on the rise and circulating in London with some cases in Camden linked to a primary school.</li><li>● unauthorised absence (holidays during school time) had risen and these would be referred for fixed Penalty Notices – DM noted that the absence had to be a minimum of 5 days to trigger a FPN, but the system was being changed (and tightened) nationally in September.</li><li>● Persistent Absentee (PA) attendance had improved.</li><li>● assessment data were from the end of the spring term and DM highlighted specific issues in each cohort, including:<ul style="list-style-type: none"><li>○ new children affecting the previous assessment forecasts (often with lower achievement than those leaving), including 25% of the current Y6 cohort (i.e. those taking their SATs) had joined the school since the beginning of Y5.</li><li>○ Camden Kids Talk was going well.</li><li>○ the Y1 phonics screening would be affected negatively by pupil mobility, illness, and family emergency, Meaning it will be lower than last year’s cohort, but would be still be in line roughly with national average last year.</li></ul></li><li>● work scrutinies had been successful.</li><li>● previous KS1 SAT papers would be used to inform and check teacher assessment (with the previous system having been discontinued, there is no longer a requirement to do these, however, we still plan to use them and report teacher assessment grades results to Camden for the purpose of data</li></ul>	
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analysis.

- Learning Walks (focusing on oracy) had gone well.
- the Little Wandle programme was coming to an end, and it was important to continue the high-quality work with the resources when it was finished.
- **Safeguarding** was well-managed, with 7 Child Protection cases, 7 Network checks and 5 children receiving Early Help, or Family Support.
- for **SEND**, 4 children had EHCPs (plus 1 pending), 7 had ENGs (plus 1 pending ), 1 CLIF, with 23% of the school on the SEND register.
- **behaviour** had improved since the previous year, with only 2 internal exclusions.
- judgements in the RAG-rated **SDP** would be made at the end of the summer term.
- following a recent successful **CPP visit**, (which had scrutinised data, and met with children) the report was positive, including on Y2 Maths, Y3 quantity of work, effective staff deployment, the work of the Family Support Worker, breadth and coverage of curriculum topics and theme weeks, and the wide range of trips and visits.
- the **Camden Arts Biennale** would take place later in the term.

DM reported on several other positive aspects of school life, including:

- the work of the **1 3 5 network**, including Family Support Work, the Headteachers' group, work by the Chairs of Governors, SLT joint work the shared SSO and work in EYFS.
- the variety and number of **clubs** on offer
- Y5 and Y6 **tutoring**.
- the 100% take-up of the **Y6 school journey** to Wales
- **staffing changes**, including maternity leaves, with staff replacements in hand.

**Finances** included:

- funding from Richard Reeves, the Community Infrastructure Levy (CIL) and Camden.
- income from renting out the school (with one potential 'bad debt' being chased), and plans to increase income through working with Kajima to increase football pitch rentals.
- providing financial support for a staff member pursuing an Educational Psychotherapy qualification, which also benefitted the school.
- a budget reserve of £85k coming into 2024-25 and a forecast reserve of £95k to go forward into 2025 – 26. **Governors**



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	<p><b><u>approved the circulated budget for 2024-25, as recommended by the Finance Committee.</u></b></p> <ul style="list-style-type: none"> <li>the school fund remained unchanged since the last meeting, at £79k.</li> <li>funding for 2 new washing machines in school (linked to the work of the Family Support Worker), to help parents who needed clothes-washing facilities.</li> </ul>		
<b>5</b>	<b>FGB meeting dates 2024-25</b>		
<b>5.1</b>	Governors noted the date of the next FGB meeting (18.6.24) and the dates for FGB meeting in 2024-25:		
	<ul style="list-style-type: none"> <li>Wednesday 2.10.24</li> <li>Tuesday 3.12.24</li> <li>Tuesday 4.2.25</li> </ul>	<ul style="list-style-type: none"> <li>Wednesday 19.3.25</li> <li>Monday 12.5.25</li> <li>Tuesday 17.6.25</li> </ul>	

JC thanked everyone and closed the meeting at 7.45 p.m.

**AGREED AT THE 18.6.24 FGB MEETING AND SIGNED ONLINE BY  
Jason Cooke , Chair of the FGB meeting.**