



Minutes of a Meeting of the Full Governing Body (FGB) of Aragon Primary School held at the School on 02nd November 2017

Present: **Miss I Paget (Chair)**

Ms J Davey	Mr G Stonell
Mr T Magill	Ms D Symcox
Mr G Perrin	Miss A Royle
Ms K O'Sullivan	

Clerk (Governance Manager): Mr B Washington

Membership

Parent (3)	Staff (1)	Headteacher (1)	Co-opted (5) One vacancy	Associate (4)
Mrs B Newton Mrs G Perrin Mr G Stonell	Miss K O'Sullivan	Ms J Davey	Mr T Magill Miss I Paget Miss A Royle Mr T Daniels Ms D Symcox	Mrs C Ryder Mrs J Linsley Mrs A Stirling-Williams Mrs H Russi

Link Roles & Special Responsibilities

Role	Governor
SEND & Inclusion	Interim - Miss A Royle
Safeguarding (Lead)	Miss I Paget
Safeguarding (Deputy)	Mr T Magill
Pupil Premium	Miss I Paget and Mr T Magill
Early Years	Mr T Daniels
Literacy	Ms D Symcox
Pupil Voice & British Values	Mrs G Perrin
Maths	Mr G Stonell

Standards Committee	Resources Committee
D Symcox (Chair)	T Daniels (Chair)
Isabelle Paget	T Magill
Katie O'Sullivan	G Stonell
Gerry Perrin	J Davey
Clare Ryder	A Royle

Head teacher's Performance Review 16th October 2017
Miss I Paget
Mr T Magill
Mr S Hume

Statutory Committee	Committee Membership	Number for Quorum	Clerking Arrangements
Staff disciplinary & Dismissal	At least 3 (plus one independent member if allegation involves child protection issue)	3	Governance Manager
Staff disciplinary & Dismissal Appeals	No fewer than on the above committee	3	
Pupil Discipline & Exclusions	Either 3 or 5, but must not include the Head Teacher	3	Governance Manager

Clerk to establish committees as appropriate. In alphabetical order and on a rotation basis

The meeting welcomed newly appointed Staff governor Katie O'Sullivan and newly appointed Co-opted governor Diane Symcox and wished them both a happy and successful tenure.

PART I

1. Apologies for Absence

Consent was given to apologies for absence from Mrs A Duncan, Mr T Daniels, Mrs C Ryder, Mrs J Linsley, Mrs A Stirling-Williams and Mrs H Russi.

The meeting noted the absence without apologies of B Newton.

Received

2. Declarations of Interest

Governors were reminded that the Education (Schools Government) Regulations 1989 (as amended) oblige governors with a pecuniary interest in a contract or other matter to disclose the fact, to withdraw from the meeting when it is being discussed and not vote on it.

The Chair and the Governance Manager outlined the regulations and governors' resultant obligations.

No declarations were made.

Received

3. Register of Business Interests

Governors updated and signed the Register of Business Interests which had been previously circulated.

Trustees also completed the WLT Register of Business Interests Form.

Following discussion:

Resolved that those governors who were absent will sign the Register of Business Interests as soon as possible.

4. **Code of Conduct**

The Chair provided a comprehensive overview of the Code of Conduct which had been previously circulated.

Governors signed the Code of Conduct

Resolved

- That absent governors will sign the Code of Conduct.
- To formally record thanks to the Chair for her hard work supporting the revision of the document.

5. **Governing Body Membership**

a. **Appointments**

The meeting welcomed the appointment of Diane Symcox from 01st September 2017 (elected to a Co-opted governor position).

The meeting welcomed the appointment of Katie O'Sullivan from 01st September 2017 (elected to a Staff governor position).

b. **Co-opted governor vacancy**

The meeting noted that there is still one Co - opted governor vacancy. The FGB will continue to search for a candidate with the requisite skills which would best support the execution of FGB business.

Following discussion:

Resolved to formally record thanks to the Chair in continuing to encourage the FGB to fill the vacancies and help in **Term of Office due to Expire**

The meeting noted that B Newton's (Parent governor) term of office expires in January 2018.

Following discussion:

Resolved

- That the Headteacher will hold Parent governor elections in due course.
- To formally record thanks to B Newton for her commitment and contribution to the FGB

c. **SEND Link Governor Role**

Following discussion:

Resolved that A Royle be appointed in the interim to the SEND Link governor role.

6. Minutes of Previous Meetings:

a. 21st June 2017

i. Approval

The minutes of the meeting held on **21st June 2017** were agreed as a true and accurate record of proceedings.

Received

ii. Matters Arising

There were no matters arising.

Received

7. Update from Sub Committee Meetings held on 19th September 2017

a. Committee Terms of Reference

The Chair reminded the meeting that some aspects of the Terms of Reference for both committees had been amended to reflect the fact that the school is now part of a Multi Academy Trust (MAT). In response to governors' questions the Chair confirmed that one implication of this is that the school will have some policies in common with the MAT (these to be ratified by the Willow Learning Trust (WLT) board and some which are 'stand-alone' and reflect the individual aspect(s) of Aragon – these to be ratified by the Aragon FGB. The former includes Appraisal, Complaints and Pay Policy.

Recent MAT discussions have focussed on the MAT structure and resources. G Stonell elaborated on the comprehensive verbal commentary on the MATs' financial discussions he had previously provided.

Following discussion:

Resolved

- To formally record thanks to the Chair for her update and hard work in supporting the review of the Terms of Reference.
- To formally record thanks to G Stonell for his detailed update on financial aspects of the MAT.

8. Headteacher's Report

The Headteacher provided a comprehensive verbal accompaniment to her report. The report had been previously circulated. The main points of the report were as

follows:

The school finally became part of the Willow Learning Trust on August 01st 2017. The report thanked the whole school community for its support towards this achievement, particularly Isabelle Paget and Tom Magill

The teaching and learning review (previously distributed) was very positive.

The achievement and progress data from all phases (data headlines previously distributed) is much improved.

Glenthorne SCITT secondary route was assessed by Ofsted as 'outstanding'. The Sutton SCITT has been endorsed by the Institute of Education
Aragon has been allocated 30 places for SCITT students for Sept 2018.

The report included updates from subject leads across the whole curriculum.

A new free-to-use scheme of work has been implemented called Bit.ly/computingataragon This includes a portfolio of work in which evidence of learning can be shown.

Training sessions were provided for each Year group (including NQTs) to inform and familiarise them with the new scheme of work. This will continue to happen as appropriate – at least every term.

Weekly monitoring of children's portfolios allows staff to assess areas requiring development, both in teaching and learning as well as pupil progress.

The assessment framework was generated. This will be implemented towards the end of Autumn 2017.

The school strengthened its links with Glenthorne High School (GHS) to ensure a smooth transition between both curricula and enhance the efficient use of resources. In particular Aragon is working closely with a GHS technician with the plan to phase out MM-ICT. The aim for this is to generate financial efficiencies.

A thorough audit of school resources was conducted. This allowed identification of those areas of the curriculum which might benefit from additional resources.

It is anticipated that the whole school will be teaching PSHE just before Golden Time on a Friday. This was agreed last autumn and will take place 2:00-2:30pm.

SRE week is scheduled to take place during the summer months; provision will include at least three lessons during that week.

Governors asked a number of questions including:

- Q: Tell us more about how the school is addressing the 'British Values' agenda.
A: Assemblies are based upon the British Values; they are scheduled regularly for both KS1 & KS2. Reception received a visit from a paramedic who outlined their role and some of the challenges of the position. The children enjoyed the visit very much and asked lots of interesting questions. More visits from other emergency services are being arranged for other Year groups.

Q: Tell us more about the resources available to promote 'British Values'.
 A: A bank of resources is being created to promote British Values. This will be saved on 'staff share' for use within classes. The school is having a 'Mufti Day', children will be encouraged to wear something spotty for 'Children in Need' (17th November 2017). A bank of resources will also be saved on 'staff share' and used to facilitate discussion about what 'Children in need' actually means. The aim is also to extend children's understanding of the lives and experiences of those children who are less fortunate.

Q: What schemes of work are being used to address the PHSE agenda?

A: The school is currently using the schemes of work from the PSHE association. Each Year group has a folder with the plans saved on 'staff share'. These plans cover issues surrounding safeguarding, finance (Year 5 and 6) and Healthy lifestyles.

Q: What was the focus of the 'Mindfulness Week'?

A: On being calm and in the present moment and developing a positive attitude.

Q: What is the school doing to increase children's understanding of the impact(s) of bullying?

A: The school is implementing a range of strategies and interventions aimed at helping children to develop a greater understanding of what bullying means, how to identify it and what we can do about it.

Q: How are the on-going challenges of traffic being addressed?

A: The new road safety measures outside of the school are now in place. These include junction entry tables, 20mph speed limit sign, double yellow lines, an additional 'School Keep Clear' zig zag lines and school flashing signs on approaches to both school entrances. It is hoped that these steps will help to keep the children safe when travelling to and from school.

Q: What will our relationship be to partner schools associated with the SCITT?

A: Aragon will act as a 'hub' to refer students to a number of 'host' schools where they can access a range of expertise. We are actively recruiting students via for example a Recruitment Fair and Open Days and promoting the scheme amongst parents and carers. GHS is the lead secondary partner; Aragon is the lead primary partner.

In response to further questions the Headteacher outlined the current and planned staffing structure for the SCITT.

Q: What are the financial implications for the school in terms of the SCITT's staffing costs?

A: Nil - since the staffing costs are 'ring fenced'. The Children's Centre will contribute 50% (equivalent to £4,000) towards the refurbishment costs of the two rooms used for SCITT provision.

Q: What is classroom monitor assessment?

A: An on-line assessment tool via which pupils' targets and progress are

monitored within all subjects on an on-going basis.

Q: Is it used in Early Years (EY)?

A: Only for observations at the end of EY to confirm the child's attainment.

Q: Do all children get a chance to go on trips?

A: Yes. Certain subjects are prioritised appropriately.

Q: Tell us more about the Teaching and Learning Review.

A: A 'Good/Outstanding' judgement was secured. The school is now in the top 20% in terms of attainment and standards. The outcome of the review will inform the School Development Plan (SDP). In response to further questions the Headteacher confirmed that the SDP is almost complete.

Q: Is the SEF complete?

A: Almost. The Headteacher outlined the anticipated schedule for completion.

Following discussion:

Resolved

- To receive the report.
- Headteacher to circulate the final SDP (to include governors' roles and responsibilities).
- To welcome the excellent judgement for the Teaching and Learning Review.
- To formally record thanks to the Headteacher and all staff for their hard work and commitment.

9. WLT - MAT Update from Trustee / Committee Meetings

The Chair, G Stonell and T Magill attended the first Trustee meeting which they found interesting and informative.

The Headteacher outlined a number of meetings she has attended; a number of these have been concerned with data, attainment and standards.

The Chair and T Magill also attended the Admissions committee (T Magill Chaired). Governors noted that whilst London Borough of Merton (LBM) has indicated that it will oppose the MAT's policy in relation to admission of Aragon pupils to GHS, the London Borough of Sutton has indicated that it will not challenge the policy.

The Chair also attended the Personnel committee and outlined the discussions in relation to the Pay policy (which reflected to some extent the discussions held at Aragon's Resources committee)

Received

10. Safeguarding and Child Protection

The meeting welcomed H Russi's Safeguarding and Child Protection report which had been previously circulated. The Chair reported that H Russi had also attended 'Training the Trainers' training and as such is able to undertake the Staff Training Sessions.

The Chair reported that she had made a visit to the school in order to conduct a random scrutiny of the Single Central Record (SCR) and the Staff files. The SCR has been updated and remains entirely compliant with all aspects of the regime.

Governors asked a number of questions including:

Q: Have all DBS checks been carried out?

A: Yes all have been completed however there will be many due for renewal in November but this is in hand.

Q: Will LBM still have responsibility for the school's Safeguarding regime now it is an Academy?

A: The school is likely to rely on LBS for Safeguarding oversight. LBS will conduct the relevant DBS audits and checks.

Q: Which Safeguarding Board will the school fall under?

A: The Chair outlined the arrangements; the format is a joint LBM/LBM model.

Following discussion:

Resolved

- To formally records thanks to H Russi for her comprehensive report.
- To formally record thanks to the Chair for her Safeguarding related visit and thorough assessment of the SCR.

11. Items of Financial Importance

Approval of the Budget

Governors received a comprehensive verbal accompaniment to the Three Year Budget July 2017 which had been previously circulated. Overall, the budget is buoyant.

Governors asked a number of questions including:

Q: What does I108 refer to?

A: Income from the SCITT. The Headteacher explained that this budget heading includes the SCITT manager's salary which the school will not be paying.

Q: Tell us about I101 ESG Protection.

A: The Headteacher outlined the make-up of this budget heading, the rational for the way in which it is presented and its likely value.
It is also unsure as to whether we will get further ESG payments after 2018.

Q: If we don't get the number of required SCITT students do we have to record a loss in accounting terms?

A: No. In addition the Sutton SCITT has reserves/contingencies to cover any such loss.

Following discussion:

Resolved

- To formally record thanks to A Duncan for her hard work and proficient management of the budget.
- To approve the budget.

Lettings and Leases

No updates were noted.

Received

Health and Safety/Improvement and Repairs.

Governors received an update on the works to the front entrance. Quotes for 'sun glass' are still awaited. The Children Centre (LA) have agreed to go 50 /50 with the cost of the repair.

The Health and Safety policies will be reviewed in due course and in accordance with the Policy Review Schedule.

The Headteacher has submitted three Condition Improvement Fund (CIF) grant applications. For the Early Years (EY) playground, the toilets and the outside Reception area. The EY playground and toilet bids were unsuccessful; the school is still waiting to hear about the outside Reception area bid. In response to governors' questions the Headteacher outlined the CIF application regime and confirmed the theme for this financial year's bids. If successful the bid could help support increased applications to Nursery. A decision is expected in December 2017.

Received

12. School Policies for Approval

a. Attendance

Following discussion:

Resolved to adopt the policy

b. Safeguarding

Following discussion:

Resolved to adopt the policy

13. Training and Development

Future Training

Data Protection/Cyber Security/GDPR

The Chair outlined the import of the changes to the legislation and confirmed that she is seeking a date from Derek Crabtree to undertake the training governors.

Resolved

- To formally record thanks to B Washington for forwarding updated statutory guidance to the FGB.
- To formally record thanks to the Chair for her hard work and contribution

14. School Council Update

The Chair confirmed last Friday that the school had a School Council meeting as it was Local Democracy week. The school community started the afternoon learning more about what democracy is and how a country and a School Council are run through democratic processes. 3 local councillors for Merton (one labour, one independent, one conservative) attended and outlined roles and responsibilities. The children were a credit to the school, excellent at posing challenging questions and giving them a 'grilling' over their views on SEND in Merton, Brexit and the Economy. The councillors were clearly impressed with the children's energy, behaviour and levels of engagement.

15. Governor School Visits

The Chair reported that she had conducted her termly visit in relation to the Single Central Record and DBS information. The meeting noted that both are up to date and compliant. The Chair had also conducted a Random Staff Records Audit and the Random Medical Policy Compliance Audit.

Governors were informed that the Medical Room is in the process of being moved to a more accessible position near the office.

Following discussion:

Resolved to formally record thanks to the Chair for her comprehensive reviews and commitment.

16. Any Other Business

School Web Site

The meeting noted that the web site would benefit from review and update. Web site maintenance is a voluntary role; although all staff are very busy two (Andrew Coley and Matt Ashby) have kindly agreed to take responsibility for web site upkeep. Governors discussed options for ensuring the website receives regular and proficient attention including offering it up as a project for the older children. The 'old' web site apparently is also still accessible.

Following discussion:

Resolved

- To request that the 'Web Master' close down the old web site.
- To include a link on the old web site (until it is closed down) to the new web site.
- To note that in accordance with 'Good Practice' Part One (non-confidential business) of FGB minutes will be published on the web site.

Received

17. Dates and Times of Future Meetings

**FGBM – Tuesday 6th February 2018 at 4pm
Tuesday 22nd May 2018 at 4pm**

**Standards Committee – Tuesday 16th January 2018 at 4pm
Tuesday 17th April 2018 at 4pm**

**Resources Committee - Tuesday 16th January 2018 at 5pm
Tuesday 17th April 2018 at 5pm**

Minutes approved 6th February 2018

Isabelle Paget, Chair of Governors