**EXCELLENCE - RESPECT - OPPORTUNITY - CREATIVITY - CHALLENGE**

**EDGBURY PRIMARY SCHOOL**  
London Borough of Bromley

**MINUTES OF THE MEETING OF THE GOVERNING BOARD**  
Tuesday 16th July 2019  
Edgebury Primary School, Belmont Lane, BR7 6BL.

Governor Attendance: Mr J Dixon (Chair), Mrs J Box, Mrs H D’Arcy, Mrs J Robinson, Mr D Turner, Mr S South and Mrs Z Wilson.

Clerk: Mrs M Tomsett.

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<th>ITEM</th>
<th>SUBJECT</th>
<th>ACTION TO BE TAKEN</th>
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<td>1</td>
<td>APOLOGIES FOR ABSENCE/INTRODUCTIONS</td>
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<td>Apologies for absence had been received from Mr Ganesan and Mrs Bennett.</td>
<td>APPROVED.</td>
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<td>2</td>
<td>DECLARATION OF INTERESTS</td>
<td>None declared.</td>
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<td>3</td>
<td>MINUTES OF THE LAST MEETING</td>
<td>AGREED that the minutes of the meeting held on 28th March 2019 be approved as a true and accurate record.</td>
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<td>4</td>
<td>MATTERS ARISING</td>
<td>It was reported that the Clerk had contacted Octavo and confirmation of Mr Ganesan’s appointment as the Local Authority Governor was still to be received from the local authority.</td>
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| 5    | HEAD TEACHERS REPORT - including Safeguarding | The Head Teachers report had been circulated to governors.  
• A governor asked why there is no plan to fill the year six vacancy and it was reported that there are currently 31 pupils in the year and no necessity to increase this. Work continues to ensure vacancies in all other years are filled.  
Governors were informed that the KS2 SATs results in reading and maths for 2019 of 81% and 28% for higher achievers and SPAG 78% |
and 22% for higher achievers, included one pupil who did not take the tests and will be going to a special school. The results of 84% and 29% in reading and maths and 81% and 23% in SPAG do not include the pupil.

- A governor asked why the pupil is included in the figures and it was reported that the government normally counts all pupils in the year, and includes those who do not take the SATs tests.

- A governor asked why the same differentiation is not recorded in results for writing and it was reported that the particular pupil was part of writing assessments, although they did not reach the expected standard. The results for KS2 combined reading, writing and maths also reflect the differentiation.

- A governor asked if there is a reason for the large increase in maths and it was reported that several pupils just missed achieving expected standard by one or two marks last year resulting in a lower than expected figure.

It was reported that the local authority data information, available in September, will show how the school performed against other primary schools in the borough.

Governors felt that KS2 results for those pupils achieving the expected standard or above continues to be good.

- A governor asked why EYFS good level of development continues to be good and it was reported that additional focus has been targeted at particular key areas.

- A governor asked if any written complaints have been received during the year and it was reported that none have been received and it has been a very positive year for the school.

- A governor asked if the local authority attendance figures are available and it was reported that this will be available in September as part of the local authority data.

Governors were informed that Bromley was successful in being awarded funding for a two year project mental health project to build resilience for children to manage the transition to secondary school. The NHS clinical commissioning group will work with a range of primary and secondary schools covering years five to eight and
Edgebury has been successful in being chosen as one of the participating schools. A transition workshop for year six pupils and one for parents have already taken place in school but a formal launch of the project will take place in September.

- A governor asked if a member of staff had lead responsibility for mental health and it was reported that Mrs Pester leads on this, together with the new family worker who starts in September. Mrs Pester and Mrs D’Arcy have both also undertaken mental health lead training.

- A governor asked about the school plans for LGBT (lesbian, gay, bisexual and transgender) and it was reported that this will come into force from September 2020 when a school policy will need to be in place. The senior leadership team will monitor developments and any guidance available in order to have the correct policy in place at the appropriate time.

Governors were informed that the PSA have raised approximately £16,000 towards the cost of making the school garden into a sensory garden for pupils to use at playtimes in all weathers and the new company undertaking the groundworks at the school have submitted a quote of £17,000 to undertake the work during the summer holidays. This is currently the cheapest quote. As the school will pay for any work from the budget and the PSA will give a voluntary donation to the school, any work undertaken will need to adhere to the financial regulations of three quotes and approval of the expenditure by the governing board.

Governors felt that a letter of thanks for all the fundraising which the PSA do should be sent from the governing board.

AGREED that the Chair draft a letter of thanks to the PSA and also attend the PSA AGM which takes place in September.

Governors were informed that the Parent Forum discussed a variety of subjects including:

- Sports day and how much it was enjoyed by everyone.
- The swimming pool and the fact that parents want to raise money for the pool to be open but the school needs to be able to afford sufficient staff, resources and running costs as a priority and voluntary contributions help towards this.
- The revised Pupil Premium leaflet which will be circulated to new and existing parents.
- Procedures for covering teacher absence with supply teachers and teaching assistants.

Governors were informed that the Parent Forum meeting was very positive.
Governors discussed the need to constantly remind parents about the payment of voluntary contributions and having a chart split into class contributions displayed on the outside noticeboard.

- **A governor asked if it is legal for teaching assistants to cover for teacher absence and it was reported that teaching assistants can cover teacher absence. All teaching assistants at the school know the children well and are fully qualified to cover for teacher absence.**

- **A governor asked if a breakdown of the six destination schools is available and it was reported that pupils will move on to a variety of secondary schools and a breakdown will be made available to governors in September.**

It was reported that some pupils passed the Bexley 11+ tests but lived out of the area for particular grammar schools.

Governors discussed pupil understanding of verbal and non-verbal reasoning tests and parental choice in engaging tutors to assist pupil understanding prior to 11+ tests.

- **A governor asked if parents asked the school about tutors and governors were informed that parents often ask for advice about tutoring when their child is in year five and sometimes in year four.**

Governors recorded their thanks to the senior leadership and whole staff team for their work in ensuring that the school has experienced another successful year.

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**6 COMMITTEE MINUTES**
Draft minutes of the Buildings and Site and Resources committee held on 13th June and the Assessment and Standards committee held on 4th July had been circulated to all governors.

RECEIVED.

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**7 GOVERNOR VISIT REPORTS**
All reports following governor visits to school had been circulated.

A governor reported that she had yet to submit a visit report for her observation of KS2 SATs tests and the year six production.

Governors who attended the year six production commented on how
good the production was and the confidence displayed by the pupils performing.

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<th>GOVERNOR TRAINING</th>
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<td>a.</td>
<td>It was reported that all Course Impact Evaluation Forms received had been circulated to governors for information.</td>
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<td>b.</td>
<td>It was reported that eight training events had been attended during the academic year costing a total of approximately £1,000. Two events had been cancelled and had not yet been rearranged.</td>
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**AGREED that governors continue to access training from Octavo on an ad-hoc basis for 2019/2020 with all governors aiming to attend at least one training event during the year.**

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<td>a. Membership</td>
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<td>• The clerk reported that Mrs Bennett’s term of office ends on 14th September 2019 and Mrs Bennett will be asked if she wishes to continue as a co-opted governor on the board.</td>
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<td>• Mr Turner reported that his daughter is leaving the school and submitted his resignation as a parent governor. Mr Turner was asked if he would continue as a co-opted governor or a foundation governor once the new Instrument of Government is approved by the local authority.</td>
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<td><strong>AGREED that Mr Turner be appointed as a co-opted governor with immediate effect and become a foundation governor once the Instrument of Government is approved.</strong></td>
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<td>• A discussion was held on a parent governor election taking place in September and Mr South indicated that, as he is now a parent of the school, he will submit an application for the parent governor vacancy. It was noted that if Mr South is not elected as a parent governor, he will remain as a co-opted governor.</td>
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<td>• The clerk reported that Octavo had again been reminded that approval for new Instrument of Government was submitted in December 2018 and has not yet been confirmed. Octavo reported that the local authority has not yet approved the IoG and they would chase this again.</td>
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b. Meeting Attendance
Details of governor attendance at meetings for 2018/2019 had been...
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| circulated to governors.  
**RECEIVED.** |
| **10**  
**ACTION TAKEN BY THE CHAIR**  
None taken. |
| **11**  
**OTHER BUSINESS**  
a. **Year Six Leavers Assembly**  
The Head asked if a governor was able to attend and speak at the year six leaving assembly taking place on 23rd July at 9.30am.  
Mr South agreed to attend this event.  
b. **Traffic Issues**  
A governor reported that a motor cycle enforcement officer had been outside the school gates on two occasions recently. Governors welcomed this. |
| **13**  
**DATE OF NEXT MEETING** |
| AGREED that the next meeting of the Governing Board be held on Monday 9th September 2019 at 6.30pm. |
| **Signed:** |
| **Date:** |