



Learning and Achieving Together

T h e M u l b e r r y P r i m a r y S c h o o l
Minutes of Governing Body Meeting
Thursday 6th July 2023 at 6pm
Hybrid meeting – at the school (S) and online via Zoom (Z)

Governing Body Membership

GOVERNOR TYPE	NAME	INITIALS	TERM END DATE
LA Governor (x1)	<i>Vacancy</i>		
Co-opted Governors (x7)	Dean Britton, <i>Chair</i>	S DB	02.12.24
	Fr. Simon Morris, <i>Vice-Chair</i>	S SM	03.03.26
	Imani Henry	Z IH	02.12.24
	Jennifer Meech	Z JM	02.12.24
	Cllr. Reg Rice*	- RR	11.11.25
	Helen Sweetlove	S HS	07.02.25
	David Vigoureux	S DV	02.02.27
Parent Governors (x3)	Jasmine Green	S JG	20.03.27
	Mizanur Rahman	Z MR	20.01.26
	Gosia (Malgorzata) Dymerska	S GD	19.04.27
Staff Governor (x1)	Manuela Errigo	S ME	06.01.27
Headteacher (x1)	Michelle Akarsu	S MA	<i>Ex officio</i>

*Asterisk denotes absence. Quorum is six governors.

Also in attendance: Paul Cogan (PC), Deputy Head (S), Christine Hatt (CH), HEP Clerk (Z)

PART 1

1. Welcome; apologies for absence

- 1.1 DB welcomed everyone to the meeting and declared it quorate.
- 1.2 DB extended a particular welcome to SM, as it was his final meeting as a Mulberry governor. DB said SM had been a steadfast member of the board for some 11 years and thanked him on behalf of all the governors and the school.
- 1.3 RR had sent his apologies, which were accepted.
- 1.4 DB asked everyone to introduce themselves, as several members of the board had joined only recently. They did so.

2. Declarations of interest, pecuniary or otherwise, in relation to items on the agenda

- 2.1 There were no new Declarations of Interest.

3. Membership of Governing Body and Committees

3.1 FGB Vice-Chair and Resources Committee Chair roles

DB reminded governors that SM's departure meant both the above roles would be vacant from 31st July. Both were elected posts. Any governor wishing to discuss what was involved in the roles was welcome to contact DB, MA, SM or CH. Anyone wishing to stand for one or both posts should contact DB by 1 September so that he could see whether ballots would need to be organised.

4. Minutes of 18th May 2023 FGB and 12th June 2023 extraordinary FGB; matters arising

4.1 The Part 1 minutes of both meetings were unanimously **approved**.

4.2 Matters arising (from both FGB meetings):

Actions from 3rd February 2022 FGB meeting

Item	Action/status	By whom
6.1 (5)	Ask SBM if the insurance claim for stolen iPads has been paid. CARRIED FORWARD : SBM will report at the 6 th December Resources Committee meeting. UPDATED 2nd February 23 : CARRIED FORWARD as not discussed in Committee. UPDATED 30th March 23 : CARRIED FORWARD as 21 st March RC cancelled. UPDATED 18th May 23 : CARRIED FORWARD : SBM will report at 13 th June RC. Updated 6th July 2023 : This was discussed at the 13 th June RC meeting (item 6.2.2). The claim was not paid because the window locks were not secure. They have now been replaced. COMPLETED AND CLOSED .	MA/SBM

No actions outstanding from 31st March/19th May/7th July 2022 FGBs

Actions from 22nd September 2022 FGB meeting

Item	Action/status	By whom
6.1	Send instructions to governors about how to confirm acceptance of Code of Conduct on Governor Hub/confirm acceptance. CARRIED FORWARD : instructions were sent but not all governors have accepted. CH to send reminder. UPDATED 2nd February 23 : Some governors have still to do this. DB said it was urgent. CH to send instructions to new governors DV and ME. CARRIED FORWARD. UPDATED 30th March 23 : A few governors (including new governors) have still to add their confirmations. DB emphasised the importance of doing so as soon as possible. CH to send another reminder. CARRIED FORWARD. UPDATED 18th May 23 : Some confirmations are still missing. CARRIED FORWARD. Updated 6th July 2023 : Process to re-start in September 2023. CLOSED .	CH/All governors
7.1 (2)	Read new KCSIE, taking note of updates, and confirm this on Governor Hub. CARRIED FORWARD . Some governors have not done this - CH to send a reminder. UPDATED 2nd February 23 : Some governors have still to do this. DB said it was urgent. CH to send instructions to new governors DV and ME. CARRIED FORWARD. UPDATED 30th March 23 : As for 6.1 above. CARRIED FORWARD. Updated 18th May 23 : Some confirmations are still missing. CARRIED FORWARD. Updated 6th July 2023 : Process to re-start in September 2023. CLOSED .	CH/governors

Actions from 1st December 2022 FGB meeting

Item	Action/status	By whom
8.2	Check list of policies to see if any can be reviewed every two years not annually. UPDATED 2nd February 23 : CARRIED FORWARD. UPDATED 30th March 23 : MA said this would be completed for the 18 th May FGB meeting. CARRIED FORWARD. UPDATED 18th May 2023 : CARRIED FORWARD. Updated 6th July 2023 : New Policy Schedule on today's agenda (item 8.4). COMPLETED AND CLOSED .	MA

Actions from 2nd February 2023 FGB meeting

Item	Action/status	By whom
5.2 (1)	Circulate the final version of the Racial Equity Pledge to all governors. UPDATED 30th March 23: DB said that some additional amendments were being made to the pledge so it could not be circulated yet. He would keep governors posted. CARRIED FORWARD. UPDATED 18th May 23: The new pledge has been finalised. It will be launched at a conference in the autumn. CARRIED FORWARD. Updated 6th July 2023: The conference has been delayed. CLOSED.	DB

Actions from 30th March 2023 FGB meeting

Item	Action/status	By whom
6.1 (4)	Amend the Scheme of Delegation as described in the minutes. UPDATED 18th May 23: Original amendment made but other issues have come to light. CH to review the complete document and re-present in September. CARRIED FORWARD. Updated 6th July 2023: As for 18 th May. CARRIED FORWARD.	CH
10.1 (1)	Check whether there is a Pupil Premium Policy. UPDATED 18th May 23: There is not. MA to research need and options further. CARRIED FORWARD. Updated 6th July 2023: As for 18 th May. CARRIED FORWARD.	MA
10.1 (3)	Make PTA a standing item in the Headteacher's Report. UPDATED 18th May 23: MA will do this for the 6 th July FGB meeting and thereafter. CARRIED FORWARD. Updated 6th July 2023: MA said she had not done this because the PTA had yet to be formally established. See further discussions under 10.1 (4) below. CLOSED.	MA
10.1 (4)	Formalise the PTA's financial and other arrangements. UPDATED 18th May 23: PC is leading on this and will keep the FGB updated. CARRIED FORWARD. Updated 6th July 2023: MA said PTA arrangements had not been formalised yet and the group was working under the title Mulberry Parent Volunteers. JM asked whether funds were still being raised and money collected. PC said yes. JM said in that case, the group needed to be formally set up as a PTA. Changing the name made no difference to the legal requirements. Subject to be closed as an FGB item and moved to the RC for further discussion. CLOSED AND MOVED TO RC.	JG/PC/MA

Actions from 18th May 2023 FGB meeting

Item	Action/status	By whom
5.3	Contact every governor individually about training requirements/complete required training by 18 th June; hold Zoom meetings with all new governors. Updated 6th July 2023: DB said he had not had time to do this because of work pressures. He would start to contact governors next week. CH said that some governors had already completed further training and she had updated the training chart accordingly. CARRIED FORWARD.	DB/All governors
6.1	Review how attainment data is recorded in the light of the governor comments detailed in these minutes. Updated 6th July 2023. MA said she would do this when the time came. Today's HT report gives only provisional data. CLOSED.	PC/MA
8.1	Amend the KCSIE date (from 2021 to 2022) in the Managing Allegations Against Other Children Policy. Updated 6th July 2023: Not yet done. DB noted that the new KCSIE had just come out. He would go through the key points with governors in September. CARRIED FORWARD.	MA

Actions from 12th June 2023 Extraordinary FGB meeting

Item	Action/status	By whom
3.2	Discuss Rustan's appointment with other governors; inform Rustan if and when he was appointed and complete follow-up. Updated 6th July 2023: Rustan's appointment had been confirmed with other governors at the 13 th June RC meeting. DB had let him know. Still to be decided whether Rustan is to be the new LA governor or to take SM's co-opted governor role. CARRIED FORWARD.	DB
4.1	Contact all governors about training; hold Zoom meetings with all new governors. Updated 6th July 2023: Combined with 18 th May 2023 item 5.3. CLOSED.	DB

5. Chair's Items

5.1 Strategic direction of the school and FGB

DB said the planned 5th July Awayday had had to be cancelled because of a teachers' strike. He would let governors know when he and MA had re-scheduled it.

Action: DB/MA

5.2 Link governors

DB added that one of the Awayday tasks would be to appoint more link governors so that board members had more opportunity to use their talents. Both new and old link governors would also be given 'job descriptions' so that they knew what was expected of them. The original SWOT analysis for the school would be reviewed and updated at the Awayday too.

6. Headteacher's Items

6.1 Headteacher's Report (Part 1)

MA had circulated her report to all governors before today's meeting.

Staffing

Adrien Schweitzer had been appointed Assistant Head and Maths and HEP Curriculum Lead for Years 2, 3 and 4. A trainee Reception class teacher, a Teach First trainee and three middle leaders (for Art/DT, History and Geography) had also been taken on. Two existing members of staff are to become apprentice teachers. There is a Music Lead vacancy.

MA noted that other schools were finding it much harder to recruit. Mulberry's links with UCL and now Roehampton were part of the reason for the school's success in making appointments.

Numbers on Roll (NOR)

There were 582 children on the Mulberry roll in June 2023, compared with 611 in June 2022.

All nursery morning slots are full for September. 24 of the 32 afternoon slots are also taken and the hope is that the remainder will fill up once the new school year starts.

MA had recently had a conversation with LBH about a new government childcare initiative for working parents. Mulberry will be part of the pilot.

Attendance

Whole-school attendance in May 2023 was 95.89 per cent and across the academic year was about 93 per cent. IH said the requirement was 96 per cent, so what was Mulberry doing to achieve this? MA said an office staff member works on attendance every morning and attendance workshops and assemblies are also held. This work will continue in 2023-24. IH asked what happened in the afternoons, as the office staff member worked only in the mornings. MA said she covers the afternoons. Persistent absence had been 30 per cent at the start of 2022-23 and is now 17 per cent.

School Improvement Plan (SIP)

The plan priorities are: Leadership and Management, Quality of Education, Behaviour and Attitudes, Personal Development and Early Years Effectiveness. Details are in the Head's Report.

Three SIP appendices relating to the Leadership and Management priority had been circulated. Appendix 1 gives information on Instructional Coaching, Appendix 2 on the teaching and learning strategies used at The Mulberry Primary and the shared understanding these are based on, and Appendix 3 provides the results of the parent survey.

PC told governors more about Instructional Coaching. He, MA, SENCO Katie Rye, and all the Assistant Heads had attended training on the technique in September 2022. It has completely changed the way they give feedback to teachers, improving their modelling and helping them to tailor feedback to individual needs. When he used the technique with one of the ECTs, she said it was the best feedback she had ever received. Teacher progress will be reviewed after two weeks.

DV asked how the reviews would be conducted. PC said there would always be a strict focus on a particular issue, for example how teachers used questions. Progress on this issue would be assessed, then more feedback given. This would continue across a term. DV asked if this would involve one-to-one work and lesson observations. PC said yes, and teachers would film themselves as well. Teachers are encouraged to give their coaches input about the type of support they want.

PC said that the training had ended in April 2023 and the full launch of Instructional Coaching would be in September. The feedback from teachers who had volunteered for the first cycle of support had been very good. DV asked if these teachers would now have greater accountability for the outcomes they produced. MA said yes, but they should also feel more supported.

ME asked if other teachers would start to coach in this way as well. PC said that they would have to be formally trained first.

Provisional Whole School Data 2023

The Head's Report gives provisional attainment data for the year across KS1 and KS2. The actual KS2 SATs results would be coming out on 11th July. They would be shared with governors in September, along with comparisons of Mulberry data with national averages.

The percentage of lower-attaining children doing well in multiplication tables tests has increased. This is likely to be because they had received more support from Assistant Heads.

Policies and New Policy Cycle

These matters will be discussed under agenda item 8. Details are provided in Appendices 4 and 5 of the Head's Report.

Events and Visits

Recent events and visits are listed in the Head's Report. Of particular interest was a visit to the newly re-opened National Portrait Gallery. Pupils were filmed and will appear in an episode of Blue Peter to be broadcast in July.

Committee Meetings

These will be discussed under agenda item 7.

6.2 *Internal re-decoration quotations (revised)*

MA explained that at the 13th June Resources Committee meeting, the decision had been made to award the contract for summer re-decoration works to RRD. Unfortunately, RRD had now said they did not have the capacity to do them. The three quotations had therefore been re-circulated to the FGB so that governors could make a new decision today. The quotations were as follows:

Diamond Build	£14,242.00
Inspire	£14,200.00
RRD	£14,685.00

MA said that she was suggesting the FGB now choose Inspire. SM asked if Mulberry had used them before and MA said no but they had been recommended to her by a secondary school.

MR asked why the Inspire quotation had gone up from the £10,850 amount given at the Resources Committee meeting. CH said the original quotations had not been given as totals, but she had added the figures up for the Resources Committee minutes. The Inspire quotation had been confusingly presented and it might be that she had made a mistake.

[NB Please note that CH checked after this FGB meeting, and her figure had been correct. She asked MA to find out what had happened, and it was discovered that the original Inspire quotation had not included amounts for the gym hall windows (£3000) and works on the disabled toilets (£350). Once these amounts were added to the first quotation, the new figure of £14,200 was reached.]

MR said that as all the quotations were very similar, there was no reason not to choose Inspire.

DV asked what could be done differently next time so that contractors were informed promptly and not lost. MA said RRD had not been able to get enough people to do the work. JM asked if there had been a delay between receiving the quotation and instructing them. SM said if a similar situation ever occurred, an emergency Resources Committee meeting should be held. MA agreed.

The choice of Inspire to do the works was unanimously **approved**.

7. **Committee Updates**

7.1 *Premises Committee (16th May)*

HS, the Premises Committee Chair, said that the focus of this meeting had been the summer works.

7.2 *Resources Committee (13th June)*

SM, the Resources Committee Chair, said the Committee had discussed the new catering contract with Lunchtime and the TUPE arrangements for catering staff. They had also talked about the need to keep a close eye on the budget over the coming year.

7.3 *Education Committee (29th June)*

IH, the Education Committee Chair, explained that the SENCO, Katie Rye, had given a presentation on SEND. The key points were the high number of SEND pupils at the Mulberry and the failure of EHCPs to cover the costs of teaching those SEND children with the highest needs.

The French Lead, May Labre, had also given a presentation on French teaching at the school. She told governors that French was taught once a week. As a native French speaker from Canada, she prepared all lesson content. The hope was that pupils would be given more opportunities to use French outside the classroom, perhaps at a restaurant.

PC, the Deputy Head, had talked Education Committee members through the results of the parent survey and, to a lesser extent, the pupil survey. The results were largely positive, but next time parents would be given the opportunity to develop their answers rather than simply selecting them from drop-down menus. The method of gathering pupil survey responses would probably also be changed. This year, pupils had simply raised their hands in class to indicate their responses. Governors had pointed out that in this way, pupils could easily be influenced by their friends' responses. Next time, pupils may be asked to write their answers on paper or a tablet.

8. Policies

8.1 The following policies were presented by the Education Committee for ratification by the FGB:

Admissions; Anti-Bullying; Assessment; Asthma; Attendance; Critical Incident; DigiSafe Online Safety; Educational Visits; E-Security; Feedback for Learning; Handwriting and Presentation; Home Learning; Induction of ECTs; Remote Learning; Teaching and Learning; Uniform

The FGB unanimously **ratified** all the above policies.

8.2 The following policies were presented by the Resources Committee for ratification by the FGB:

Annual and Special Leave; Disciplinary Procedure and Code of Conduct; Exclusions Handbook; Flexible Working; Grievance Procedure; Managing Sickness Absence; Managing Stress at Work; Redundancy and Redeployment Procedure; Resignation and Retirement; Staff Recruitment, Management and Support Systems; Teaching Appraisal and Capability

DV pointed out that the Resignation and Retirement Policy states employees over 65 should be retained only if there was no alternative (4.5) but goes on to say age discrimination was not permitted. This was odd. MA and DB agreed and said that they would feed this back to LBH.

Action: DB/MA

The FGB unanimously **ratified** all the above policies, subject to any amendment necessary to the Resignation and Retirement Policy, as outlined above.

8.3 There were no policies for ratification from the Premises Committee.

8.4 A new policy approval cycle for 2023-24 had been circulated and was unanimously **approved**.

9. Governor Visits and Training

9.1 Governor visits

MR said he had gone on a Year 1 trip to Woodberry Wetlands and it had been a good experience.

DB asked governors to visit the school to learn more about how it works and talk to staff whenever they had the opportunity. Of course, they should arrange a convenient time with MA first.

9.2 Governor training

DB said he would be following up on governor training requirements in the new academic year, as already discussed under matters arising.

10. AOB

10.1 FGB and Committee calendar for 2023-24

A calendar had been circulated to the FGB. The first FGB meeting would now be on 28th September, not 21st September as shown there. MA to send a revised calendar to CH for distribution.

Action: MA/CH

11. Date of next meeting

11.1 The next FGB meeting will be held on **Thursday 28th September at 6pm**. Unless governors are advised otherwise, this and all future FGB meetings will be held in person at the school.

There being no other Part 1 business, this part of the meeting closed at 6.55pm. PC left.

SIGNED:

CHAIR OF THE GOVERNING BODY

DATE:

SIGNED:

HEAD TEACHER

DATE:

Actions lists are on the next page.

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New actions from 6th July 2023 FGB meeting

Item	Action/status	By whom
5.1	Re-schedule the Awayday and inform governors.	DB/MA
8.2	Check the wording of the Resignation and Retirement Policy with LBH, as detailed in these minutes.	DB/MA
10.1	Send revised Mulberry 2023-24 calendar to CH; circulate revised calendar to governors.	MA/CH