



CHRIST CHURCH (BRONDESURY) CE PRIMARY SCHOOL
PUBLIC MINUTES OF THE FULL MEETING OF THE BOARD OF GOVERNORS
HELD ON 28 SEPTEMBER 2015, AT 6.30 PM

Governors present:

LOCAL AUTHORITY (1):	Janis Denselow
ELECTED PARENTS (2):	Patricia Lewis-Goodridge Jason Kosky
HEADTEACHER (1):	Joy Donaldson, HEADTEACHER
STAFF (1):	Louise Cullinane
<u>FOUNDATION (7)</u>	
<u>EX OFFICIO (1):</u>	Father Stephen France
PCC (2):	Mike Hutchinson, CHAIR
LDBS (2):	Gill Wood, LDBS VICE CHAIR Lotis Bautista
DEANERY SYNOD (2):	None
Associate members (3):	David Weston Katie Tiller Keith Le Bhian
Advisers/ Observer(s):	Adeola Oladejo, Deputy Headteacher (adviser) Robert Grover (observer)
Clerk:	Michael Thompson
Absent governors:	Daniel Lewis, PCC Catherine Allard, Deanery Synod

PART I – PUBLIC ITEMS

1. WELCOME, OPENING PRAYER, INTRODUCTIONS, APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Welcome

1.1 The Chair welcomed those in attendance. The new members Lotis Bautista (LDBS governor), Katie Tiller and Keith Le Bhian (associate members) were especially welcomed.

Opening prayer

1.1 The meeting commenced with an opening prayer from Father Stephen France.

Introductions

1.3 There were individual introductions for the benefit of colleagues.

Apologies for absence

1.4 Apologies for absence were received from Daniel Lewis and Catherine Allard and for lateness from Patricia Lewis-Goodridge.

Declarations of interest

1.5 There were no declarations received.

2. APPOINT CLERK

2.1 Governors **AGREED** to appoint the clerk

3. ELECT CHAIR AND VICE CHAIRS

Election of Chair

3.1 The clerk invited nominations for the position of Chair. Nominations were received for Mike Hutchinson. There were no further nominations received. Mike Hutchinson **AGREED** to take the position of Chair unopposed.

Election of Vice Chair(s)

3.2 The Chair invited nominations for the position of Vice Chair. Nominations were received for Gill Wood. There were no further nominations received. Gill Wood **AGREED** to take the position of Vice Chair unopposed. It was noted that Robert Grover, although nominated, was reluctant to take up the position he had previously held as joint Vice Chair, and in any case his term of office as a PCC governor had ended in July. Robert Grover was in attendance as an observer. The Chair thanked him for his work as Vice Chair.

Patricia Lewis-Goodridge arrived during item 3.2

4. REVIEW INSTRUMENT OF GOVERNMENT AND BOARD STRUCTURE INCLUDING NEW CHILDREN, FAMILIES AND COMMUNITY COMMITTEE

Instrument

4.1 The Instrument setting out the size and composition of the Board was noted.

New Children, Families and Community Committee

4.2 The Chair advised the meeting about the proposal for a new Children, Families and Community Committee. The terms of reference would need to be drawn up. The Performance Committee would continue to focus on the curriculum and standards. The Children, Families and Community Committee would be led by the needs of the school. The committee's main focus would be increasing the school's roll, marketing, strengthening community links and parental engagement. Membership of the committee would rest with the governors as opposed to parents, who would be consulted on a regular basis.

5. APPOINT CHAIRS AND MEMBERS OF COMMITTEES

Appoint chairs of the committees

5.1 It was **AGREED** that Gill Wood would continue to chair the Performance Committee. Rob Grover, no longer a governor and an observer in attendance at tonight's meeting, had decided not to stand for Chair of the Resources Committee. Jason Kosky was proposed and **AGREED** to chair the Resources Committee. Lotis Bautista was proposed and **AGREED** to chair the Children, Families and Community Committee on a trial basis.

[Action: Gill Wood/Jason Kosky/Lotis Bautista]

Membership of the committees

5.2 The membership of the committees to remain as shown on the membership list. Katie Tiller **AGREED** to be a member of the Performance Committee. Keith Le Bhian **AGREED** to be a member of the Resources Committee.

[Action: Katie Tiller/Keith Le Bhian]

6. DELEGATE REVIEW OF COMMITTEE TERMS OF REFERENCE

6.1 The Chairs of the committees **AGREED** to meet in order to draw up their terms of reference for the committees.

[Action: Chairs of the committees]

7. LINK GOVERNORS

7.1 Janis Denselow stated that the link governor position EYFS was previously held by Angela Hopkins and not Janis Denselow. Link governor positions were **AGREED** as follows:

- Katie Tiller SEND including vulnerable groups
- Robert Grover Maths
- Gill Wood Writing
- Keith Le Bhian Science
- Stephen France RE
- Lotis Bautista Pupil voice.
- Janis Denselow Performance Management HR
- Vacant EYFS
- David Weston Pupil Premium/ Vulnerable groups

7.2 The Chair reminded the meeting about the importance of the link governor visits, which should be followed by a report to the appropriate committee. The clerk was asked and **AGREED** to circulate details of how to access The Key for Governors (an online school governance information area) to give governors access to useful school governance information including how to conduct governors' visits. The committee Chairs were asked and **AGREED** to assist with the timetabling of visits.

[Action: Clerk/Chairs of the committees]

8. REGISTER OF INTEREST AND DBS UPDATE

Register of interest

8.1 Governors were advised to ensure that the annual declaration of business interest pro formas despatched in advance with the agenda papers were completed, signed and dated and returned to the clerk for the attention of the School Business Manager. Hard copies of the pro formas were tabled and circulated for completion and return. Clerk to ensure absent governors submit completed forms.

[Action: Clerk]

DBS

8.2 The clerk **AGREED** to contact the School Business Manager regarding dates of governor DBS checks and when they were due for renewal, for inclusion in the Board's membership list. Completed DBS forms and supporting documentation to be given to the School Business Manager, Ruby Tasheira.

[Action: Clerk/Governors]

9. NGA GOVERNORS' CODE OF PRACTICE AND EXPECTATIONS OF GOVERNORS

9.1 Governors **AGREED** the NGA's recommended model code of practice and expectations. This was signed and dated by the Chair on behalf of the Board.

10. DECLARATION OF QUALIFICATION

10.1 The Chair advised the meeting that the incorrect pro forma was despatched. The Chair tabled and circulated the correct pro forma. The pro forma was signed and dated by all those in attendance, for the attention of the School Business Manager. Father Stephen France informed the meeting that he would not sign the declaration as, in his view, the declaration did not apply to him as an ex officio governor.

11. RECEIVE GOVERNOR ATTENDANCE REPORT 2014-15

11.1 The governors' attendance report 2014-15 was noted. The report would be uploaded to the school's website subject to some minor adjustments.

12. AGREE DATES OF FORTHCOMING MEETINGS

12.1 The schedule of meeting dates had been circulated in advance. It was **AGREED** that future meetings of the Performance Committee would take place at least twice a year at 8.30 am. Meeting dates were noted and **AGREED** as follows:

Autumn Term 1

Resources Committee	Tuesday 13 October at 5.30 pm
Performance Committee	Monday 19 October at 8.30 am
Full Meeting of the Governing Body	Tuesday 1 December at 6.30 pm

Spring Term 2

Performance Committee	Tuesday 26 January 2016 at 5.30 am
Resources Committee	Thursday 11 February at 5.30 pm [Later amended to 8.30am]
Full Meeting of the Governing Body	Wednesday 9 March at 6.30 pm

Summer Term 3

Resources Committee	Tuesday 10 May at 5.30 pm
Performance Committee	Wednesday 8 June at 8.30 am
Full Meeting of the Governing Body	Wednesday 13 July at 6.30 pm

12.2 It was **AGREED** that meeting dates for the Children, Families and Community Committee would follow.

[Action: Headteacher/Lotis Bautista]

13. RECEIVE GOVERNOR TRAINING REPORT 2014-15

13.1 Gill Wood, link governor for governors' training, advised that training was not well attended for the academic year 2014-15. The importance of attending training was stressed as well as the need to ensure that all governors' visits were documented and submitted for retention at the school in the event of an inspection.

13.2 The LA's 2015-16 training programme was circulated. Governors **AGREED** to notify Gill Wood of any training attended throughout the year. Induction was considered a must for new members. LA and LDBS training was on offer. David Weston **AGREED** to circulate details of useful governors' training blogs.
[Governing Body/David Weston]

14. RECEIVE MARKETING REPORT

14.1 Lotis Bautista reported on the challenges ahead. The school would need to raise its profile in and around the local community (i.e. among local community groups and residents' associations) and online. Consideration would need to be given to maintaining the website and quality assuring the information shared publicly to ensure that the information shown was up-to-date and fit for purpose. The Chair, as the link governor for the website, **AGREED** to ensure that necessary updates were made, as raised by Louise Cullinane.

[Action: Chair]

14.2 The Headteacher advised on the need to ensure the appropriate use of social media, in line with a social media policy. The Headteacher would be meeting with the governor Catherine Allard regarding a suggested community breakfast and/or community day to raise the school's profile. The Headteacher had made contact with Carmen Coffey at the LA's admissions team about the school's vacancies. Prospective parents would be invited to visit the school. The LA's publicity team would be assisting in raising the school's profile as well as working with the local press in an effort to make the public more aware of the school, in order to increase the number of children on roll.

14.3 Governors acknowledged the need to make the playground more attractive. Fund raising options would need to be explored and developed. It was **AGREED** that a further update would be received in due course, accompanied by a strategy.

[Action: Lotis Bautista/Headteacher]

15. RECEIVE HEADTEACHER'S REPORT TO GOVERNORS

15.1 Governors confirmed receipt of the Headteacher's report autumn term 2014-15 and appendix circulated in advance. The Chair commented positively on the report's contents. The Chair welcomed and encouraged the governors' questions to the report.

15.2 **Robert Grover asked the Headteacher about the support on offer for the four SCITTs (School Centred Initial Teacher Training) staff.** The Headteacher said that the school was working closely with the LDBS with additional support on offer from experienced staff members in school.

15.3 **Lotis Bautista asked if any members of staff failed their performance management and asked about the performance management process.** The Headteacher said that no member of staff had failed to meet their performance objectives. The Headteacher said that if any member of staff was at risk of failing to

meet their objectives, appropriate systems were in place to support them. The SCITT link provided additional support. The staff were observed and monitored. The school was considered to be in a much better position compared to previous years. The Chair reported that the Pay Committee had met to review the Headteacher's recommendations on performance-related pay for teachers prior to tonight's meeting.

15.4 Lotis Bautista asked about the school's regard for character in the curriculum beyond the school's Christian values. The Headteacher spoke about the school's circle time, and the personal, emotional, moral, spiritual and social development of the children including the children's well being in order to develop their characters within the curriculum.

15.5 Robert Grover was impressed with the school's approach to behaviour as evidenced in the impact shown in the report, Robert Grover asked about the school's approach to behaviour, particularly in relation to what were the reasons for the successes shown? The Headteacher spoke about the introduction of a new system to address behaviour. More information would be provided at the next meeting of the Performance Committee. The Headteacher took the opportunity to talk about the benefits of the pupil voice and pupil parliament, which was used to develop the children's speaking and listening skills, and the benefits this brought to the children.

15.6 Keith Le Bhian asked how the school's middle leaders were to be developed. The Headteacher informed the meeting that the school was in contact with the LA link adviser about the development of middle leaders, which was a key issue for the Headteacher and Deputy Headteacher. Further information would follow in due course.

15.7 Governors asked about the school's SEN issues, curriculum development and the School Development Plan. The Headteacher reminded the meeting that the attainment of the school's SEN children remained a concern despite the children's better than average progress. The composition of the SEND register had changed and now reflected more accurately those children with the most complex and/or severe needs. The Headteacher continued to meet with the SENDCo regarding the school's position. The school's curriculum leaders were expected to develop their curriculum plans in line with the SDP and the needs of the children.

15.8 Keith Le Bhian asked about the school's safeguarding response to FGM (female genital mutilation) and honour-based violence? The Headteacher said the school's safeguarding policy referred to FGM but suggested that she seek specialist guidance and further information regarding honour-based violence.
[Action: Headteacher]

15.9 The Chair asked the Headteacher about the school's approach to raising the attainment of girls' maths, which was lower than the boys' The Headteacher informed the meeting that the school would be working to raise attainment in maths to ensure that girls' attainment was in line with boys' across the year groups. The Headteacher was aware of the gender gaps in conceptual and contextual understanding, which would need to be narrowed. The Headteacher **AGREED** to provide further information about the school's response at the next meeting of the Performance Committee.
[Action: Headteacher/Performance Committee]

15.10 The Chair referred the meeting to the 8% drop in the school's roll compared to the previous year, which cost the school approximately £3.5k per child per year. The need to ensure that the school's vacancies were filled was a key issue as the number of children on roll dictated the delegated budget received by the school.

15.11 The Chair asked about the sign up of children entitled to fsm, which in turn attracted the pupil premium funding. The Headteacher advised that parents were regularly informed about the importance of signing up for any fsm entitlement by the school's newsletter, posters, information in the parents' induction packs and during home visits.

15.12 Katie Tiller asked about whether or not the total number of children currently signed up for the pupil premium was maximised. The Headteacher **AGREED** to report back once further information was provided regarding the sign up and the outcome of the annual schools' census.

[Action: Headteacher]

15.13 The Chair was aware that the number of EAL children on roll last year was 40% and was now 58%; was there any additional funding available? The Headteacher **AGREED** to establish whether or not additional funding was available.

[Action: Headteacher/School Business Manager]

15.14 The Chair asked about the school's response to raising levels of attainment of all vulnerable groups. The Headteacher referred him to the school's action plan: the school would continue to monitor and evaluate the situation with a focus on increasing the attainment of all vulnerable groups including SEND.

15.15 The Chair asked about reading: why were KS2 girls outperforming boys? The Deputy Headteacher explained that the school would be analysing the data across the year groups, identifying gaps and raising standards appropriately. The issues raised regarding reading were acknowledged, but the numbers concerned were relatively small.

15.16 The Chair asked about the children's writing: were teaching staff now providing next step comments? The Headteacher informed the meeting that all staff members needed to be more aware of the school's approach to allowing the children to independently edit and improve their writing. This approach would be rolled out by curriculum leaders alongside the children's expected targets.

15.17 The Chair congratulated the school on the reduction of incidents in the children's behaviour as detailed in the report.

15.18 Robert Grover commented positively on the appendix to the Headteacher's report; the LA benchmarking showed that the school had done well in EYFS, KS1 and KS2 against the LA and the national data. The impressive results should be used for marketing the school. .

Governors' input on their SDP priorities for this year and the SDP priorities over the next 3 years

15.19 The Headteacher reminded the meeting about the importance of the SDP, the importance of governors' input to it and shared ownership, with collective responsibility. Governors were asked to each give their views individually in terms of one SDP priority for the year and one SDP priority over the next three years. Governors were asked to put their comments on a Post-it note and speak to them in

turn. The Headteacher thanked governors for their individual submissions handed in for consideration.

Lotis Bautista gave her apologies and left the meeting at this stage

16. POLICIES FOR REVIEW

16.1 The Chair spoke about the importance of reviewing the protocol for approving policies. He proposed that statutory policies should be reviewed by committees and approved at the full meetings of the governors. All non-statutory policies could be agreed at committee but should be circulated to all governors for information. Governors **AGREED**. The following policies (not all statutory) were put forward for review and approval on this occasion:

- a. Draft behaviour policy (enclosed) - **AGREED**
- b. Drugs policy (enclosed) - **AGREED**
- c. Alcohol drugs and substance misuse at work policy and procedure (enclosed) - **AGREED**
- d. Freedom of Information policy (enclosed) - **AGREED**
- e. Governors' allowances (expenses) policy (enclosed) – **AGREED**, but Resources Committee to review at its next meeting
- f. Managing capability – school-based staff policy and procedure (enclosed) – **AGREED**.

Drugs policy and safeguarding policy

16.2 The Headteacher informed the meeting that the school's drugs policy would need to be reviewed alongside the school's safeguarding policy. Keith Le Bhian was asked and **AGREED** to assist.

[Action: Headteacher/Keith Le Bhian]

Model pay policy and appraisal policy

16.3 The model pay policy was still in draft. Janis Denselow was asked and **AGREED** to provide some assistance with fine tuning the policies.

[Action: Headteacher/Janis Denselow]

- g. Model pay policy for schools 2015 (enclosed, but to be brought back to the governors for approval)
- h. Pupil restraint policy (enclosed) – **AGREED** (part of the behaviour policy)
- i. Committee terms of reference 2015-16 (enclosed, but to be addressed by the committees)
- j. Whistle blowing policy (enclosed) - **AGREED**
- k. Appraisals policy (to follow)
- l. Admissions policy (enclosed, but to be addressed by the Strategies committee – all governors are welcome to attend: if the policy needs changing eight weeks' consultation is required between 1 November 2015 – 1 March 2016)
- m. Parent governor election (enclosed) – **AGREED**.

Governors' allowances policy (expenses)

16.4 The Chair reminded the Clerk and committee chairs to ensure that the titles of all adopted policies were consistent.

[Action: Clerk/committee chairs]

17. PREMISES AND WORK UPDATE

17.1 The Headteacher updated the meeting on the installation of new heaters, pipe work and the new girls' and boys' toilets.

18. GOVERNORS' DAY VISION AND COMMUNITY FOCUS

18.1 Covered under item 14 above. There was nothing further to add.

19. GOVERNORS' TRAINING AND VISITS UPDATE

19.1 There were no reports received regarding governors' training.

Pupil premium visit

19.2 David Weston reported that he had met with the Headteacher during the summer term to look at the use of pupil premium funding and its impact. He **AGREED** to circulate the report.

[Action: David Weston]

20. RECEIVE REPORT ON 10 CLARENCE ROAD

20.1 Governors were referred to the report prepared by Keith Le Bhian despatched in advance of tonight's meeting. The Chair thanked Keith Le Bhian for its submission. It was understood that the property is owned by the school via the Trustees. Father Stephen France **AGREED** as a Trustee to seek sight of the deeds regarding the school's ownership. The Chair **AGREED** to make contact with the LA to clarify whether it held any documents suggesting that it retained an interest in the property. Governors **AGREED** the sale of the property. There were no objections received. The Headteacher to ensure that the property was now valued in pursuit of a sale.

[Action: Father Stephen France/Chair/Headteacher]

21. RECEIVE REPORT ON AFTER-SCHOOL CLUBS

21.1 The Headteacher proposed that the staff ran after-school clubs during the spring and summer terms 2016. The January Inset would be designated as a reading day to offset the time involved. Suggestions for clubs would be presented to the next meeting of the Board by the Headteacher. Governors **AGREED**.

[Action: Headteacher]

Music recital

21.2 The Headteacher invited the governors to attend a music recital. Details of further events throughout the year would follow.

22. RECEIVE MINUTES OF THE LAST MEETING

22.1 The minutes of the previous meeting had been despatched in advance. The public and confidential minutes of 25 June 2015, were **AGREED** as true and accurate records. These were duly signed and dated by the Chair. There were no matters arising from the minutes.

There being no any other business items the Chair thanked governors for their attendance and closed the meeting at 8.12 pm

Signed..... 1 December 2015

**Mike Hutchinson
Chair of the Board of Governors
Christ Church (Brondesbury) CE Primary School**