



CHRIST CHURCH (BRONDESURY) CE PRIMARY SCHOOL
PUBLIC MINUTES OF THE FULL MEETING OF THE GOVERNING BODY HELD
ON 25 JUNE 2015, AT 6.30 PM

Governors present:

LOCAL AUTHORITY (1):	None
ELECTED PARENTS (2):	Patricia Lewis-Goodridge Jason Kosky
HEADTEACHER (1):	Joy Donaldson, HEADTEACHER (ex-officio)
STAFF (1):	Louise Cullinane
<u>FOUNDATION (7)</u>	
EX OFFICIO (1):	Father Stephen France
PCC (2):	Mike Hutchinson, CHAIR Daniel Lewis
LDBS (2):	None
DEANERY SYNOD (2):	Robert Grover, VICE CHAIR (joint) Catherine Allard
Associate members (3):	David Weston
Advisers:	Adeola Oladejo, Deputy Headteacher
Clerk:	Michael Thompson
Absent governors:	Gill Wood, LDBS VICE CHAIR (joint) Janis Denselow, LA

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.

Opening prayer

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

Introductions

1.3 There were no introductions as those in attendance knew each other.

Apologies for absence

1.4 Apologies for absence were received in advance for Gill Wood and Janis Denselow.

Declarations of interest

1.5 David Weston declared his involvement with another school governing body. There were no further declarations received.

2. BOARD MEMBERSHIP AND INSTRUMENT

a. Board membership (Foundation governors, Associate members)

The membership list despatched in advance with the agenda papers was referred to. The Chair reminded the meeting that the Board was recently reconstituted. There is no longer a category for Foundation parents. Emmanuel Hammond, previously a Foundation parent, was offered a place as an Associate member but had decided not to take up the position due to personal commitments. Governors thanked Emmanuel Hammond for his hard work and commitment to the school and the governing body. David Weston was no longer a LA governor as under the reconstitution arrangements there is only one LA governor position. The position was offered to and taken up by Janis Denselow. David Weston **AGREED** to take up a position as an Associate member.

b. Instrument

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

LDBS governor vacancy (1)

The Chair advised the meeting that there is a vacancy for an LDBS governor. The Chair informed the meeting that the CV for Ms Lotis Bautista was received for consideration. Ms Lotis Bautista visited the school yesterday. Governors **AGREED** to the Chair securing Ms Lotis Bautista to the position of LDBS governor as a welcome addition to the Board from September 2015.

[Action: Chair]

Deanery Synod vacancy (1)

The Chair informed the meeting that Catherine Allard will be standing down in December 2015, having secured a position as a Headteacher in the LA. The Chair advised the meeting that a possible replacement, Katie Tiller, would be asked to join the Board as an associate from September 2015, with a view to taking up the Deanery Synod position in December subject to confirmation.

Associate members (3)

The Chair advised the meeting that the Board would have a total of three Associate members. There remains an Associate member position to be filled. The Chair hoped to fill the position with someone who would be prepared to take forward the issues raised regarding 10 Clarence Road. The Chair **AGREED** to keep the governors informed.

[Action: Chair]

Main business

3. CHAIR'S REPORT

3.1 The Chair gave an oral report.

a) Action plan

The Chair referred the meeting to the action plan despatched in advance of tonight's meeting. Governors were encouraged and **AGREED** to respond to the contents of the action plan where

there are any gaps, the need for volunteers and actions. The action plan will be part of the Board's focused strategic work throughout the year 2015/16.

[Action: Board]

b) Plan governors' day for the autumn term

The Chair commented on the importance of governors' knowing the school's vision and its future development. The Chair **AGREED** to make the necessary arrangements for setting a date in consultation with the Headteacher regarding the date and time for the governors' day in the autumn.

[Action: Chair/Headteacher]

c) Results of the governors' skills audit

The Chair spoke to the results of the governors' skills audit prepared by the Vice Chair (joint), Gill Wood. The Chair advised the meeting about the Board's strengths and areas for improvement, especially in relation to marketing.

d) Review annual plan

The Chair **AGREED** to review the contents of the annual plan with the Vice Chairs.

[Action: Chair/Vice Chairs]

e) Governors' annual letter to the parents

The Chair and the Vice Chairs **AGREED** to circulate the governors' annual letter to the parents to the governors for the Board's comments.

[Action: Chair/Vice Chairs]

f) Committee structure – parents and the community

The Chair suggested that consideration be given to establishing a Parents and Community Committee. The committee will need to focus on the views and needs of the parents and engagement with the local community. The structure for the proposed committee will need to be considered. The Chair reminded the meeting about the school's and the governors' commitment to moving from a good to an outstanding school. In order to become an outstanding school the school and the governors would need to fully engage with the parents and the local community.

The Chair welcomed questions and/or comments regarding the roles and responsibilities pertaining to the committee. Governors acknowledged that there was no local community centre or a hub to draw people in from the local community, with the exception of the church. The school could potentially serve as the local community hub. Governors **AGREED** to the establishment of a Children, Families and Community Committee. The membership will be addressed at the first full meeting of the Board in the autumn including the need for a Chair.

[Action: Board]

g) The work of the Board

The Chair commented on the importance of the governors needing to work harder in pursuit of an outstanding Ofsted judgment where the bar is now known to have been raised. The Chair was encouraged by the recent candidates who had come forward via SGOSS (the School Governors One Stop Shop) and the LDBS. Governors were asked to ask themselves at the end of each week what they had done individually and collectively to improve the school in line with their strategic roles and responsibilities. Members of the Board **AGREED** to do so.

[Action: Board]

h) Governors' contact details

The Chair advised the meeting about the importance of ensuring that their contact details are up-to-date. Governors **AGREED** to send any required amendments to their contact details to the clerk.

[Action: Board]

i) Governors' training updates

The Chair reminded the meeting about the importance of ensuring that any governors' training attended is relayed to Gill Wood as the link governors responsible for monitoring and recording governors' training. Governors **AGREED** to do so.

[Action: Board]

j) LA Annual Governors' Conference

Governors were reminded about the date and time of the LA's Annual Governors' Conference. Governors were encouraged to attend and report back on the conference if attended.

k) The Key website

The Chair reminded the meeting that the school and the governors had subscribed to The Key for Governors resource. Governors could access useful information regarding school governance and regular updates. Governors were asked and **AGREED** to make contact with Gill Wood regarding access.

[Action: Board]

4. HEADTEACHER'S REPORT

The Headteacher gave an oral report, in line with the annual plan.

a) Update on previous School Development Plan, SEF and 5 year vision

The Headteacher commented on the school's post Ofsted action plan. The SDP was implemented from 2012-2015. The Headteacher had reviewed the SDP for 2014-15, which was RAG rated including what needed to be carried over into the new SDP. The Headteacher commented on the importance of a shared 2020 vision, with new ideas, for the school and the Board. The parents' vision was encapsulated in the school's recent newsletter. The children were also asked to contribute to the vision. A wide range of areas were covered much of which was raised under achievement. It was acknowledged that the school's expected standards in teaching are improving. The new National Curriculum requirements are in place. The Deputy Headteacher added that all members of the teaching staff are using and teaching under the requirements of the new National Curriculum.

Governors were advised that the school's mathematics assessment was moderated by a maths consultant. There would be a continued specific focus on maths in September. Teaching and learning in maths and English continued to develop. Teaching and learning would be further developed in science. The school's assessment systems will continue to be developed and fine tuned in line with national expectations of assessment without levels. The school no longer used Target Tracker. Transitional Matrices alongside SIMS (Schools Information Management Systems) would be used for the purposes of tracking and management this is an area for development in the new academic year. Behaviours for learning have improved and was RAG rated as amber.

The new playground remains a focus for development 2015/16. Quotes had been received for the redesign of the playground, the details of which would be shared at the school's summer fair. There had been significant improvements in leadership and management, which continued. Governors were asked to consider the school's succession planning and staffing structure. The Headteacher looked forward to working and meeting with the members of the Board in a small group in order to look at and establish in partnership the school's 2015-2020 vision.

The SEF was considered to be a positive document this year with contributions received from the SLT. Feedback had also been received from Deanery governor Catharine Allard. Governors were reminded that the SEF was an extensive document. Specific areas of the SEF would need to be completed by the governors. The Chair **AGREED** to take the lead. The SEF would need to be completed by the end of the summer term. The governors' day would be used as an opportunity to

discuss the SDP. The Chair would draft a response to the highlighted areas of the SEF for circulation in September.

[Action: Chair]

b) Review pupil premium funding and spending

Governors were referred to information on the school's pupil premium spend for 2015/16, which had been circulated in advance of the meeting. **The Chair asked the Headteacher about the next year's draft pupil premium figure of £85.8k: how widely could it vary?** The Headteacher acknowledged that the figure depended on the number of children registered as recipients of the pupil premium on roll. The Headteacher reminded the meeting that in April (2015) the school had been part of the LA's scrutiny task group looking at the effective use of the pupil premium. The document was circulated regarding the school's effective use of the pupil premium funding. Governors were advised about the range of initiatives financed by the pupil premium designed to close the gap between children receiving free school meals and those who did not, and the impact of those initiatives. For example, funding would be used to support instrumental tuition and the development of musical talents.

The Chair asked the Headteacher whether or not there any recommendations received from the LA as a result of the work carried out by the LA's scrutiny task group on the effective use of the pupil premium? The Headteacher said that there was nothing new learnt but there was an opportunity to share views and ideas.

Governors asked was there any evidence of the Lego club therapy working, which was funded via the pupil premium? The Headteacher was aware that there are a number of benefits in relation to the children in receipt of the targeted therapy. Approximately 36% of the provisionally targeted group were currently in receipt of the pupil premium. **The Chair asked the Headteacher about the justification for the spend?** The Headteacher advised that the spend related to 4 – 5 pupil premium children with 10 non-pupil premium children also benefitting from the resource. Governors were reminded about the effective use and focus of the spending and its impact. Governors were asked to make a decision on the spend and later review. Governors **AGREED** to approve the spend, which the Headteacher promised to carefully monitor.

The Chair asked about the use of the pupil premium for the purposes of Ocean maths? The Headteacher said that the use of the funding will be applied to a workshop. The Headteacher commented on the importance of empowering parents in order to support their children, especially in relation to their understanding of the new mathematics curriculum. The initiative should prove useful in terms of improving the outcomes for the children as well as increasing the children's attainment and progress. The initiative was targeted at Year 1 and Year 4 initially, then rolled out throughout the school subject to review. Ocean maths spends would apply to all children concerned and their parents.

The Chair asked the Headteacher about developing teaching and learning resources to support EAL and SEN pupils in terms of type and how many children? The Headteacher commented on the importance of the children's personalised learning and the needs of the children including EAL. The Headteacher **AGREED** to provide the exact number of pupil premium children concerned with assistance from the Associate member, David Weston, in his capacity as the pupil premium link.

[Action: Headteacher/David Weston]

The Chair asked about the school's spending in relation to Accelerated maths? The Headteacher informed the meeting that this was an online initiative, the cost of which was currently being negotiated. Governors were referred to the dashboard overview in pdf format detailing how well the children could perform. The programme would allow the children to access and engage with the activities on a regular basis, similar to the school's use of Maths Whizz. The programme

would also be used as a tracking system and a range of exercises. It was noted that the system is an early intervention system but also had a tracking feature.

c) SEND update (SEND presentation and SEND policy)

Governors were referred to the circulated SEND update presented at the last meeting of the Performance Committee. The number of children on the SEND register was significantly reduced. The Headteacher's proposed restructure is designed to allow the SENDCO to actively work with the SEND children in order to meet the children's expected progress and needs.

The Chair asked about the previous numbers on the school's SEND register and the reasons for the reported reduction in numbers? The Headteacher believed that previously children had been placed on the register on too loose a basis. In some cases this had been the result of inadequate teaching. Headteacher to provide actual number of SEND children on roll, as opposed to the percentages (reported as 10% in the autumn term and 11% in the spring term).

[Action: Headteacher]

d) Review safeguarding (child exploitation and radicalisation paper and LA draft policy)

Governors were referred to the child exploitation and radicalisation paper and LA draft policy despatched in advance of the meeting. The Headteacher **AGREED** to pursue training for staff.

[Action: Headteacher]

The Chair asked about visiting speakers: How did the school check visitors who are invited to speak to the children? The Headteacher advised that proof of identification was requested, Google was checked and an up-to-date DBS check requested. The school would then evaluate risks. The Headteacher reminded the meeting about the importance of addressing all forms of radicalisation and extremism. The Headteacher **AGREED** to formalise and adopt the LA's recommended Prevent and radicalisation policy. Governors suggested that the Headteacher review guidance in The Key.

[Action: Headteacher]

London Metropolitan University Research Project

The Headteacher advised the meeting that the school had been approached by London Metropolitan University's Development and Psychology Department regarding a research project approved by the university's Research Ethics Committee. The research project, which would work with children in Years 2 to 6, would explore their experience and understanding of cultural diversity and British values. The Headteacher circulated a letter which was sent out to parents, describing the research and requesting their permission for their children to take part in it. The school had received eight responses from parents stating that they did not want their children involved in the research. Members of staff would be meeting with the research project team in order to hear more about the research.

The Headteacher tabled and circulated the project team's suggested questionnaire, which explored children's understanding of British values. Governors were reassured that the questionnaires would be confidential and anonymous.

Governors raised questions in relation to the questionnaire's contents and the children's perceptions, especially regarding the definition of rich and poor and in some cases where the questions might be difficult for the children to answer. The Headteacher **AGREED** to share the contents of the data with the governors once received.

[Action: Headteacher]

e) Review admissions outcome

The Headteacher advised the meeting that contact had been made with the LA's Admissions team regarding the school's vacancies. The school was currently down in numbers in the Nursery and in Reception. Governors were reminded that the primary school's offer day was 16 April. There were seven rounds of offers; the school was currently on the fifth round. The process was coordinated by the LA. Filled Reception places were expected to rise to 24: there were 30 places in Reception leaving six vacant; 13 Nursery places had been filled. The deadline for the offer of places was 18 May. The Headteacher informed the meeting that two families were offered places but decided to accept offers closer to home. Two other families were offered places but preferred full time places elsewhere. A Muslim family had been offered a place but preferred Nursery provision in an Islamic setting.

Governors were advised that they would need to consider the long term options for Nursery provision. The Headteacher commented on the need to consider all the available options for filling the school's places as well as a review of the Admissions policy. The school would be advertising places with a banner and fliers for circulation and posting around the local area. The school would explore the possibility of holding open days and the encouraging a mothers' and toddlers' group. The school's admin team would be asked to record the number of admissions enquiries received.

f) Review Nursery provision 2016

The Headteacher **AGREED** to speak to the LA regarding the available options for filling the places.
[Action: Headteacher]

5. COMMITTEE REPORTS – INCLUDING A REVIEW OF THE YEAR'S ACTIVITIES AND REPORT FROM THE RESOURCES COMMITTEE ON THE FINANCIAL END, BALANCES AND BUDGET

Resources Committee and Performance Committee minutes

5.1 Governors acknowledged receipt of the minutes arising from the last respective meetings of the committees, which were noted as presented.

Resources Committee review of the year's activities

5.2 Robert Grover as the Chair of the committee spoke about the work covered by the committee on human resources, finance and premises. A key area was the regular monitoring of the school's budget. The Chair of the committee met with the School Business Manager on a regular basis. There was a reported £68k surplus at the end of March 2015. The school received the LA's audit report in May 2014. An oral report was received from the auditor followed by a more challenging written report. The contents of the report had been reviewed by the School Business Manager; mostly minor action points arose and had been fulfilled.

5.3 The Chair spoke about the need for all minutes needed to be signed, dated and retained. The school's online payments system continued to work well and had resulted in significant improvements in the school's efficiency. The school's website had improved. The SCITT programme had worked well; staff members concerned were given the opportunity to be trained as new teachers under the scheme.

5.4 The school's premises-related health and safety audit had involved governors and the LA; the results were positive and reassuring. Final work would take place on the school's heating. Issues raised in relation to the ground floor children's toilets would be addressed during the summer. Parents would be reminded about the importance of their contributions to improving the premises via the governors' fund. The matter would be raised again at the school's summer fair.

5.5 The work of the committee and the challenges ahead were ongoing. Business discussions had taken place regarding the school's reported recovery plan and the production of a risk management

document. The sale or otherwise regarding 10 Clarence Road remained ongoing and unresolved, but was being tackled.

5.6 The school is currently progressing a proposed restructuring. The school's budget was tabled and circulated for information: it showed a loss on the current year which was addressed by a carry forward from the previous year.

Performance Committee review of the year's activities

5.7 In the absence of the Chair of the committee, Gill Wood, Catherine Allard gave an update. Both Gill Wood and Patricia Lewis-Goodridge had visited the school on a governors' visit linked to behaviour and met with the school's Family Support Worker. The school's Inset session on the subject of behaviour was also attended by Gill Wood and Patricia Lewis-Goodridge. David Weston, as link governor for the pupil premium, had met with the Headteacher to receive an update on the use of the pupil premium and its impact: members of the committee at their last meeting also received an update. The committee's members also received a presentation on the implications and implementation of the new National Curriculum and an update on assessment without levels. Wroxham Primary School, which had been assessing without levels for some time, had been visited by the Headteacher, David Weston and Catherine Allard.

5.8 The school's SENDCo gave a presentation at the last meeting of the committee on the new Code of Practice. Education Health Care plans now replaced statements. The school's offer could now be found on the school's website. Father Stephen France had worked with the Assistant Headteacher in readiness for the SIAMS (Statutory Inspection of Anglican and Methodist Schools).

5.9 Governors were made aware of the staff's workload. In keeping with the school's commitment to duty of care the staff were given reasonable time for reflection. Food and refreshments were provided for the staff during well being week. The importance of the pupil voice would be progressed. A literacy based resource developed by the CLPE - The power of reading will be introduced in the new academic year

5.10 The Headteacher took the opportunity to thank the committees for their hard work and commitment throughout the year and their reporting.

6. APPROVE POLICIES - CHAIRS OF THE COMMITTEES

6.1 There were none received. The school's policies would be reviewed in September.

7. GOVERNOR TRAINING AND LINK VISITS

SEND visit

7.1 Catherine Allard visited the school in June to speak to the SENDCo and look at the new SEND Code of Practice in terms of its adoption, changes and compliance.

Visit from the LA's Strategic Director, Children and Families and statutory director for Children's Services

7.2 The LA's Strategic Director, Children and Families, and statutory director for Children's Services, Gail Tolley, had visited the school.

Health and safety visit and school trip to Queens Park

7.3 Jason Kosky had visited the school to carry out a health and safety follow up audit and would visit again on 30 June. He had recently accompanied a school trip with other parents to Queens Park; the children's behaviour had been outstanding.

LDBS governors' training on exclusions and sitting on panels and Rapid Improvement Group meeting

7.4 The Chair informed the meeting that he attended the LDBS's exclusions training and training on serving on panels in general. The Chair also attended the school's Rapid Improvement Group meeting with the LA, which had included training on life after levels, writing a SEF, writing a School Development Plan, and school websites. Governors were encouraged to attend the LA training sessions and LDBS training sessions on offer.

8. AGREE SEPTEMBER BOARD MEETING DATE AND DATES FOR THE COMMITTEES

8.1 It was **AGREED** that the next full meeting of the Board would take place on **28 September 2015 at 6.30 pm**. The meetings for the respective committees and the Board would follow.

9. PUBLIC MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

Public minutes of the previous meeting

9.1 Governors were referred to the public minutes arising from 19 March 2015. The minutes were **AGREED** as a true and accurate record. These were duly signed and dated by the Chair.

Matters arising from the public minutes

9.2 **Declaration of qualification and annual business interests forms – item 4.1** – The Chair reminded governors about the importance of ensuring that their completed pro formas were completed and submitted for the attention of the School Business Manager for the purposes of audit. Governors **AGREED** to do so.

[Action: Board]

9.3 **Marketing of the school in and around the local community – item 4.5** – Governors were advised that the school now had a marketing strategy lead person in place.

9.4 **Governors' skills audit – item 4.6** - The governors' skills audit was completed and reported on.

9.5 **Term dates – item 4.7** - Term dates were re-circulated by the Headteacher.

9.6 **Pastoral support programme offer – item 4.8** – The Headteacher and Father Stephen France had met to discuss the progress of the teaching staff pastoral programme on offer.

9.7 **Headteacher's report (assessment of the quality of teaching) – item 5.20 bullet point 2** – Governors were advised that the autumn term assessment of the quality of teaching in the school based on nine teachers should read:

- 55% were judged as good (inc. 33% outstanding) as opposed to;
- 55% judged as good (inc. 33% good).

10. ANY OTHER URGENT BUSINESS ITEMS

Summer Fair

10.1 The school's Summer Fair was scheduled to take place on **Saturday 27 June 2015, 12.30 pm – 3.30 pm**. The Chair was unable to attend due to a prior engagement. The Vice Chair (joint), Robert Grover, confirmed that he would be in attendance. Members of the Board were encouraged to attend.

School visit from the LA's Strategic Director, Children and Families and statutory director for Children's Services

10.2 The Headteacher commented on this positive visit. Father Stephen France had attended on the day. The Director had made a number of positive comments about the school's leadership, middle leaders and children. The Director had also commented positively on the school's teaching and learning environment, especially in relation to adults' focused work with the children, and the children's focused learning. The children spoke to the Director about their trips and their learning.

10.3 The Director visited the EYFS, which was considered to be well established. The Headteacher was aware that further work would be needed to develop the pupil voice and the children's confidence. The Headteacher spoke to the Director about 10 Clarence Road and the school's position in and around the community, especially the need for the LA to be more proactive in helping to fill the school's pupil vacancies. The Director had asked about the governors. The Headteacher spoke about the reconstitution arrangements and the changes to the size and composition of the Board and the Board's continued support. The Headteacher thanked governors again for their support throughout the year.

Louise Cullinane left the meeting at this stage for the confidential items

PART II – CONFIDENTIAL ITEMS

11. CONFIDENTIAL MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

11.1 See confidential minutes attached **strictly for governors only unless otherwise stated.**

12. RESOURCES CONFIDENTIAL MINUTES

12.1 See confidential minutes attached **strictly for governors only unless otherwise stated.**

13. CONFIDENTIAL ITEM

13.1 See confidential minutes attached **strictly for governors only unless otherwise stated.**

There being no further business items the Chair thanked governors for their attendance and closed the meeting at 8.28pm

**Signed: Mike Hutchinson
Chair of the Governing Body
Christ Church (Brondesbury) CE Primary School**

28 September 2015