



CHRIST CHURCH (BRONDESURY) CE PRIMARY SCHOOL
PUBLIC MINUTES OF THE FULL MEETING OF THE GOVERNING BODY HELD
ON 19 MARCH 2015, AT 6.30 PM

Governors present:

LOCAL AUTHORITY (2):	David Weston
ELECTED PARENTS (2):	Patricia Lewis-Goodridge Jason Kosky
STAFF (3):	Joy Donaldson, HEADTEACHER (ex-officio) Louise Cullinane (non teaching staff)
<u>FOUNDATION</u> <u>EX OFFICIO (1):</u>	Father Stephen France
FOUNDATION PARENTS (2):	Emmanuel Hammond
PCC (2):	Mike Hutchinson, CHAIR
LDBS (2):	None
DEANEY SYNOD (2):	Robert Grover, VICE CHAIR (joint) Catherine Allard
Advisers:	Adeola Oladejo, Deputy Headteacher Ruby Tasheira, School Business Manager
Clerk:	Andrew Merkley
Absent governors:	Gill Wood, LDBS VICE CHAIR (joint) Daniel Lewis, PCC 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 A round of introductions were given by the governors to Andrew Merkley; acting as stand-in clerk.

Apologies for Absence

1.4 Apologies for absence were received in advance for Daniel Lewis and Gill Wood. No further apologies were received in advance. There were no apologies from Janis Denselow.

Declarations of Interest

1.5 In line with DfE guidance, David Weston declared his involvement with another school governing body.

2. GB membership (enclosed)

2.1 The GB membership list and committee membership list was circulated to all governors. It was recorded that Jason Kosky was not the Vice Chair of the Performance Committee BUT was Vice Chair of the Resources Committee. It was **AGREED** that the Clerk would make the relevant changes to the membership list.

[Action: Clerk]

3. Public minutes of 4 December 2014

3.1 The public minutes arising from 4 December 2014 were **APPROVED** as a true and accurate record. These were duly signed and dated by the Chair.

4. Action Minutes and Matters Arising

4.1 (ITEM 2.1) **DECLARATION OF QUALIFICATION AND ANNUAL BUSINESS INTERESTS FORMS** - It was recorded that the declaration of qualification pro forma and annual business interest pro forma was circulated. It was recorded that not everyone had returned their completed pro formas. The Clerk **AGREED** to recirculate the pro forma with those outstanding to complete and return the form as soon as possible.

[Action: Clerk/Governing Body]

4.2 (ITEM 4.9) **Teaching and learning and cross curricula links** - The Headteacher informed the meeting that the Headteacher's report was on the agenda for tonight's meeting under item 11. The Headteacher reminded governors about the importance of them giving a strategic input into shaping the school's vision for the future.

4.3 (ITEM 4.10) **Wroxham Primary School** - The Headteacher and the Deputy Headteacher informed the meeting that they visited Wroxham Primary School as advised by David Weston. The Headteacher advised the governors that the visit had proved useful as the school had been successful in tracking pupil levels at various stages of development, in hearing the Children's Voice and in identifying learning gaps. Both the staff and the parents are actively involved in assessing learning. The Headteacher and Chair thanked David Weston for arranging the visit. It was noted that the school (Wroxham Primary School) had also been involved in some research around "Circle Time" which was also useful to hear about in terms of further developing the children's teaching and learning experience in the classroom.

4.4 (ITEM 5.2) **Banner received for marketing the school following the outcome of the Ofsted inspection** – Governors were advised about the purchase of the banners designed to advertise the

outcome of the school's Ofsted inspection, following which the school was judged to be "Good". The purchased banners are now placed at strategic points near to the school.

4.5 (ITEM 5.3) **Marketing of the school in and around the local community** - The Headteacher informed the governors about her recent visit to Newton Preparatory School. The Headteacher was given the opportunity to observe a number of good examples of effective marketing. Governors were reminded about the importance of a link governor taking the lead for the school's proposed marketing strategy. The Chair and Headteacher encouraged a member of the governing body to come forward to take the position. Governors **AGREED** to consider the request and would report back at the next full meeting of the governing body if not before where there might be an expression of interest in taking up the marketing strategy lead.

[Action: Governing Body]

4.6 (ITEM 9.2) **Governors' skills audit** - The Headteacher informed the meeting that there remained some outstanding pro formas in relation to the governors' skills audit exercise. It was **AGREED** the action should remain open with the outcome to be reported at a future meeting.

[Action: Governing Body]

4.7 (ITEM 12.1) **Term dates** - The Headteacher had **AGREED** to recirculate the revised term dates for information. It was noted that this was yet to be actioned. The Headteacher **AGREED** to do this as soon as possible.

[Action: Headteacher]

4.8 (ITEM 14.2) **Pastoral support** - **Governors asked about the pastoral support on offer for members of the teaching staff given the fact that a SCITT member of staff recently left the school** The Chair requested that this item was kept open in order to review the situation at future governors' meetings. The Chair advised that Father Stephen France is kept in the loop and is involved in the progress of the pastoral support programme on offer.

[Action: Governing Body/Father Stephen France]

4.9 (ITEM 18.1) **Admissions consultation** - The Chair apologised to the meeting regarding the consultation deadline for the admissions consultation. The deadline had passed. Therefore, this would now need to be picked up next year.

4.10 (ITEM 21.3) **Wheelchair access temporary ramp** – The School Business Manager advised the meeting that a quote was received for the temporary ramp. Governors were advised that the quote will be brought to the attention of the next meeting of the Resources Committee for the purposes of approval.

[Action: School Business Manager/Resources Committee]

4.11 (ITEM 22.2) **Review of the school's admissions policy** - It was noted that the school's admissions policy would be reviewed within the next year.

4.12 (ITEM 22.4) **Premises related link governor role** - Jason Kosky advised the meeting that he had carried out a health and safety audit as the link governor responsible. A review meeting is scheduled to take place week commencing 23 March 2015. There were no major issues raised as a result of the audit. Governors were informed that any issues highlighted in the action plan were either closed down or soon to be completed.

4.13 The Chair reminded governors that the next date of the Performance Committee has changed from 2 June 2015 to 10 June 2015.

MAIN BUSINESS

5. Headteacher's report with an overview of the last year.

5.1 The Headteacher tabled the Headteacher's report and a separate report capturing the Autumn Term data analysis. The Headteacher apologised for the fact that the paper had not been circulated prior to the meeting.

5.2 The Headteacher stated that all year groups currently had vacancies and emphasised the need to publicise the school so as to ensure admissions numbers are met. **The Chair questioned the Headteacher why the number of English Additional Language (EAL) had changed.** It was recorded that the number of EAL children has gone up and the Headteacher suggested it may be the result of the changing demographics in the local area? The head teacher also stressed that the school is prioritising CPD to support teachers understanding of EAL language development as it is important to understand where along the EAL continuum our children may be. The Chair requested that the Headteacher investigate with Brent the changes in demographics in the local area. The Headteacher **AGREED** to approach Brent local authority in relation to demographic changes in the local area.

[Action: Headteacher]

5.3 The Chair congratulated the Headteacher on the school receiving the Healthy Schools Bronze award. Governors were advised that receipt of this award involved the school showing that they actively encouraged health eating e.g. holding healthy eating workshops for parents. The Headteacher thanked the member of staff involved in this piece of work. It was recorded that the school was now working towards achieving the Silver Award.

5.4 The Headteacher drew the governors' attention to the Early Years Foundation Stage (EYFS) baseline data section of her report. The Headteacher informed the meeting that every child entering the school at Reception age is currently being assessed on entry using a baseline assessment developed by the Early years team. Governors were advised that next academic year (2015/16) there will be a national baseline data set for all Reception age children. The school is currently deciding which national assessment it will adopt. The Headteacher highlighted that the children were exceeding expectation in the areas of writing and numbers. It was recorded that the target for the Summer Term for children achieving or exceeding Early Learning Goals (ELG) had increased from 67% to 70%. **Governors questioned the figures around reading which were recorded as being significantly lower than the age related expectation.** The Headteacher informed governors that the school had in place a programme of supported reading and assured them that there would be a significant increase in this figure in future data.

5.5 The Deputy Headteacher presented the **Autumn Term Data Analysis** to the governors.

Year 1 data

5.6 It was recorded that most children were achieving or exceeding expectations for the Autumn term with all pupil premium children (PPC) meeting or exceeding expectation. Governors heard that reading has been identified as an area for focus in Year 1 and that the supported reading programme has been working extremely well. **The Chair questioned the figure of 12% 'working towards' in reading.** Governors heard that this equated to the small number of children that were receiving the supported reading. **The Chair questioned whether extremely positive data around the five pupil premium children (PPC) was due to additional support being received.** Governors heard that the figures were due to good all round quality of teaching provided to children.

Year 2 data

5.7 It was recorded that most children were achieving or exceeding expectations for the Autumn term. The focus areas for the Year 2 children were recorded as writing and maths. The Deputy

Headteacher informed Governors that most PPC were also achieving or exceeding expectations, particularly in the area of reading. Governors heard that this was the result of the supported reading programme and structure high quality guided reading. It was recorded that the SCITT teacher is now able to deliver most of the teaching releasing the class teacher and Senior leader to provide additional support where required. Governors heard that this should result in a further improvement in data in the spring term.

Year 3 data

5.8 It was recorded that the area of priority focus for Year 3 children would be providing support for children at both ends of the learning spectrum. Governors heard that the more experienced members of staff were to be utilised in the Summer Term to provide booster sessions for those identified as requiring it.

Year 4 data

5.9 Most children were identified as meeting or achieving expectations in the areas of reading. The focus areas for this cohort had been identified as maths and writing and also ensuring that the new teacher is adequately trained to assess the children accurately. It was recorded that low achievers, PPC and children identified as being more able in writing were also a focus area for the school. Governors heard that the following had been put in place to address limited progress:

- Greater planning support for literacy and maths
- Support with monitoring and assessment
- Maths consultant support with planning and teaching strategies
- A maths specialist working with groups of low achievers.

Year 5 Data

5.10 Governors heard that the focus areas for this cohort had been identified as maths for the low achievers and writing for the low achievers and the more able. It was recorded that there were a large number of EAL children in this year group and hence focus for the class teacher has been around differentiation and identifying support that could be provided. Greater planning support has been put in place around literacy and maths and the maths consultant has been supporting also. A specialist teacher and the DHT have also been working with the whole class and also with small groups of more able students.

Year 6 Data

5.11 Governors heard that the Year 6 children are being assessed on a half termly basis; hence the data received for this cohort was for the first half of the spring term. It was noted that the half termly assessment had been implemented to ensure better monitoring to identify any gaps. Governors heard that there had been improvements in the areas of reading, which is now at 88%. Progress is strong with 2/3rds of children exceeding expectations of progress from key stage 1 to key stage 2 for reading. Improvements were also noted in the higher achievers. **The Chair questioned as to whether there were any children identified as Level 6.** The Deputy Headteacher informed governors that this would be addressed in the new academic year through continued improvement. A total of 94% of children were recorded as making at least expected progress from KS1 and 27% of children were recorded as making better than expected progress from KS1 to KS2 in writing. Governors heard that the Year 6 teacher had provided high quality support and teaching in this area.

5.12 Governors heard that 71% of children were achieving above level 4c in maths, with an increase in the 4b and 5c cohort. The Deputy Headteacher also stressed that progress levels were good. A lot of intervention is being provided across the learning spectrum to address maths. A maths specialist is also working with children identified as being able to achieve level 6 in maths.

5.13 Governors heard that 79% of children were above level 4 in grammar and 38% of children were identified as being level 5 and above. The Deputy Headteacher stressed that 17% of children were currently working to level 3a and 25% were working to level 4a but with the additional support provided it is hoped they will achieve level 4 and level 5 respectively.

Whole School Focus

5.14 Governors were advised that the areas of mathematics and writing had been identified as areas for whole school focus. This has been identified in training for teachers particularly in the area of assessment given the changes to the use of levels.

5.15 Robert Grover commented on the impressive progress achieved over the half term in relation to the Year 6 cohort. The Headteacher reported that, over the autumn half term, a significant amount of work had been put into assessing students and ensuring that the evidence was secured to be confident in these assessments. **Governors questioned the drop in levels achieving 4c+ from the Autumn to the Spring term.** Governors were advised that focused support from the class teacher and DHT was being provided to the children identified as working at level 3. The focus of this intervention has been test practice, basic skills and building confidence. 5.16 Governors were in agreement that the data across the board for the school was positive and there was no significant gap between those children at the bottom end of the spectrum and those at the top. It was discussed that the PPC in the school were not necessarily achieving at the bottom end of the spectrum.

5.17 The Chair thanked the Deputy Headteacher for presenting the Data Report.

Catherine Allard left the meeting at this point

5.18 The Headteacher informed governors that the Maths Coordinator and the Deputy Headteacher have been working on developing a new assessment framework based on the key national curriculum expectations. The Deputy Headteacher informed governors that this was based on the NAHT framework and also the school's own key objectives. A document has been produced that identifies 15-20 key objectives for each year group. A test has been developed which allows teachers to assess children against these key objectives. Teachers had reported that the tests were helpful in assisting them to identify gaps in teaching and children's learning so allowing teachers to amend planning. **Governors asked the Deputy Headteacher whether the tests were for assessment against targets or current objectives.** Governors heard from the Deputy Headteacher that the assessments were to gauge current attainment. The Deputy Headteacher informed governors that teachers were asked to make a judgement of 1, 2 or 3 based whether the children were working towards, meeting or exceeding objectives respectively. Governors heard that this being trialled for maths and that reading and writing would be trialled in the Summer term. The Headteacher stressed that this had been developed uniquely to the school.

5.19 The Headteacher apologised that the report did not contain the SEN progress summary. Governors heard that SEN children were still of concern and that 11% of children were identified as SEN. The Headteacher **AGREED** that governors would receive a full update at the next full governing body meeting. **[Action: Headteacher]**

5.20 Governors were advised of the Autumn Term **assessment of the quality of teaching** in the school based on nine teachers as follows:

- 33% judged as outstanding
- 55% judged as good (inc. 33% good)
- 22% judged as requires improvement
- 23% judged as inadequate [Are these right???

The Headteacher advised Governors that work had been undertaken in the Spring Term to address the teaching judged to be inadequate. **Governors questioned the Headteacher as to whether the ratings were shared with teachers.** The Headteacher stated that the data was shared at performance management and the data was being used to shape teaching focus. Governors heard that four spotlights had been identified and that ICT has recently been added as some teachers were not making effective use of the interactive whiteboards to support learning.

5.21 **Behaviour analysis** Governors reviewed the behaviour analysis as presented by the Headteacher. It was recorded that there had been a significant reduction in the number of white slip incidents due to a change in the behaviour policy focusing on a restorative approach to incident resolution. **The Chair questioned whether the a child causing concern who had previously received 14 detentions had left the school.** The Headteacher explained that the child was still at the school and that the LA is supporting with the implementation of a behaviour action plan together with the parents. Governors were impressed to hear that this had had a positive impact for this child.

5.22 **The Achievement For All (AFA) programme.** The Headteacher reminded Governors that the AFA programme was in its second year. The governors reviewed the relevant data around AFA. The school website has been updated with the relevant SEN policies

5.23 **Parental views of behaviour.** Governors heard that a recent parent questionnaire showed an improving picture of behaviour in the school.5.24 The Headteacher informed all Governors that there had been 4 incidents of bullying reported during the Autumn term all of which focused on name calling in relation to ethnicity. It was recorded that the school has introduced Circle Time as a means by which class teachers can help children to explore and develop racial awareness.

5.25 Governors received an overview of attendance for pupils, teaching staff and support staff. "Early bird week" has been introduced with the support of the Education Welfare Officer (EWO). The EWO has supported the school in making calls to parents if a child is arriving late or is absent. **Governors queried the staff attendance.** The Headteacher advised that the 83% figure for staff attendance was as a result of a staff member being newly appointed to post and then going off sick almost immediately.

5.26 The SLT have introduced a wellbeing week with staff being offered a meditation opportunity run by Fr Stephen. This opportunity was attended by 85% of the school staff.

5.27 Governors were informed that 52 children are currently on the child protection register. The Headteacher informed that she is in the process of reviewing this register and **AGREED** to give Governors an updated overview of the safeguarding picture in the Summer Term. It was noted that all staff have signed the disqualification by association document. **[Action: Headteacher]**

6. Receive Committee Reports

6.1 Governors received the papers of the Resources and Performance committees in advance of the meeting. **The Chair asked governors if there were any questions or comments in relation to these reports.** None were received.

7. Review draft budget and delegate approval to the next meeting of the Resources Committee

7.1 Governors were made aware of the fact that the budget for the next financial year is in the process of being developed. Robert Grover informed governors that the budget for the next financial year is going to be challenging. The School Business Manager tabled an overview paper of the Revenue Financial Forecast.

7.2 It was recorded that there was a 6% (£62000) decrease in income on last year based on the figures provided in the October census.

7.3 Governors heard that there has been a decrease in the number of parents signing up to the pupil premium. **Governors queried whether the London Borough of Brent provided an eligibility check for parents.** The School Business Manager **AGREED** to check whether Brent provide this service. **[Action: School Business Manager]**

7.4 Governors heard that staffing costs were currently running at 87% and that guidance from schools finance states that staffing costs should run at 80-85%. It was recorded that there has been a change to staffing costs in relation to pensions and superannuation. It was recorded that there had been a reduction in SEN pupils impacting on the income normally received. Governors were drawn to the predicted £105K deficit but reminded that this was an early draft budget. The Chair requested that the signing off of the Budget for 2015/16 be delegated to the Resources Committee. Governors **AGREED** the responsibility for signing off the 2015/16 budget would lie with the Resources Committee.

8. Review SFVS

8.1 Robert Grover informed governors of the Schools Financial Value Standard (SFVS) and the reason for undertaking this piece of work. Robert Grover, the Headteacher and the School Business Manager have reviewed the questions pertaining to the SFVS and informed governors that the document presented was a draft submission to the governing body that, once signed off, will be made available to the Local Authority. The deadline for submission of the SFVS is 31 March.

8.2 Robert Grover guided governors through the document highlighting specific points.

8.3 Point 2; it was **AGREED** that the comments section should include a comment specifically mentioning the chair of the Finance Committee. **[Action: School Business Manager]**

8.4 Point 6; it was **AGREED** the school had a good level of financial expertise but that there were not currently sufficient cover arrangements in place when finance staff are absent. It was **AGREED** that the comments section should address this and also highlight the fact that this is being addressed. **[Action: Robert Grover]**

8.5 Point 8; the Headteacher informed governors that the fact that the School Development Plan was currently under review meant the point was not recorded as a yes.

8.6 Point 14; there was a discussion around whether the balances were at a reasonable level. Governors **AGREED** that the balances were at a reasonable level of 5% of annual turnover and it was **AGREED** that the comments should reflect this with the answer being changed to YES. **[Action: Robert Grover]**

8.7 Point 19; it was **AGREED** following a suggestion from the Chair that there would be a bullet point clarifying that there had been no instances of fraud detected over the past year. **[Action: Robert Grover]**

8.8 Point 22; it was **AGREED** that in the comments section, the first bullet point would be amended to Not applicable; the voluntary funds..... **[Action: Robert Grover]**

8.9 It was recorded that an outcome of the self assessment had been carried out. The Headteacher requested that a summary of these key points be submitted and this was **AGREED**. **[Action: Robert Grover]**

9. Review Sports funding

9.1 The Chair thanked Emmanuel Hammond for his report on Sports Funding.

9.2 There were no comments or questions received in relation to the report but that the suggestion of a governors' fitness day was noted by the Governing Body.

10. Discuss Reconstitution

10.1 A paper outlining the proposed reconstitution was tabled. The Chair apologised to governors for not sharing the proposed reconstitution at an earlier date. It was recorded that the proposed reconstitution had been **AGREED** by the Strategy Committee.

10.2 The Chair highlighted the reasons for the proposed reconstitution and stated that the LA and the LBDS would be contacted to sign off the proposal. The Chair informed governors that the agreed proposal would then be brought back to the next governors' meeting for official sign off. This would then be formally submitted to the LA who will provide a new constitution for implementation by September 2015. Governors **AGREED** the proposal and the timeline of actions put forward by the Chair.

11. Discuss the vision for the future of the school

11.1 The Chair advised that the Headteacher along with the GB are currently developing a school action plan for the next 5 years. To inform the plan all stakeholders are being encouraged to share their vision for the school. Governors were invited to take part in an exercise which allowed them to begin sharing their thoughts for our 2020 vision. The opportunity is being shared with pupils, parents, staff and the wider community. Parent governors agreed to liaise with parents (**Action Pat Lewis Goodridge & Jason Kosky**).

12. Approve financial procedures and scheme of delegation

12.1 Robert Grover presented the reviewed scheme of delegation and financial procedures which had been shared with governors prior to the meeting and informed them that some changes had been made in line with the Local Authority financial procedures. Governors **AGREED** the changes and **APPROVED** the two documents.

13. Approve Anti-Bullying policy

13. The Anti-Bullying policy was shared with governors prior to the meeting. Governors **APPROVED** the Anti-Bullying policy.

14. Approve amended safeguarding policy

14.1 The Headteacher informed that the safeguarding policy had been developed from a policy from another LA school. The Headteacher advised that the policy would have to be approved by the Local Authority Designated Officer (LADO). Governors **APPROVED** the policy with the proviso that it was subsequently approved by the LADO. [**Action: Headteacher**]

15. Received report on governor open day

15.1 The Chair informed governors that the open day was very successful. Governors who were not present heard that an exercise had been carried out; the comments of which were being used to develop a governing body self assessment and action plan. The Chair **AGREED** to circulate this for

amendments or comments. It was **AGREED** that this would be brought back to the next governing body meeting. **[Action: Chair]**

16. Any other business

16.1 10 Clarence Road The Headteacher informed governors of the situation of 10 Clarence Road and updated them as to a recent conversation that she had with Inigo Woolf, Chief Executive of the London Diocesan Board for Schools (LDBS).

16.2 There was a discussion around the proposed refurbishment and a challenge as to who owned the property.

16.3 Fr Stephen commented that the correct course of action should be followed in line with the needs of the children. Governors **AGREED** that independent legal advice is sought in relation to the deeds so that the governors could make an informed decision as to the course of action.

[Action: Headteacher, David Weston]

16.4 Governors **AGREED** that, should the school be in a position to sell the property, this course of action should be followed. It was added that should there be any further complications the issue should be brought back to the Full Governing Body meeting in June.

16.5 Letter to parents Robert Grover requested that the governors school development fund letter to parents go out every term and the next letter include a section on parents signing up for free school meals. The Chair requested also that there was a banner informing parents how to sign up to free school meals. **[Action: Headteacher]**

There being no further business items in this part of the meeting, the Chair thanked governors for their attendance and closed the meeting at 8.45 pm. A confidential item followed.

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

25 June 2015