

St Andrew & St Francis CE Primary School Governing Body

DRAFT Minutes of the Meeting of the Governing Body

Wednesday 16 July 2014 at 6.30 pm in the school

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| Present | Mr Alloysius Frederick (AF) | Chair / LA Governor |
| | Mr Richard Walton (RW) | Foundation, LDBS |
| | Mr Colin Cook (CC) | Staff Governor |
| | Cllr Lesley Jones (LJ) | Foundation, LA |
| | Ms Eve Nobrega (EN) | Foundation/ PCC |
| In Attendance | Mrs Nicola Handley (NH) | Clerk |
| | Mr James Kelly (JK) | Acting Headteacher |

1 Welcome, introduction and apologies

Apologies for the meeting were received from Maria Stephens and Diana Owoaje.

2 Declaration of Interests

AF declared an interest for his connection to Capita. There were no other declarations.

3 Governing Body Membership

AF reminded Governors that CC term of office had expired in August 2013 and it was agreed that he would be an Associate Governor until the Deanery had approved the reappointment. There was an election for a staff Governor and CC received two nominations from Fiona Maclean and Evon James. The Deanery have since met, with a meeting on the 16th June. It was agreed at this meeting that CC was reappointed as a Deanery Synod Foundation Governor. The Area Dean of Brent, Reverend Graham Noyce wrote to confirm this. CC has now officially stepped down as a staff Governor and agreed his reappointment.

RW asked how a switch can be made from staff to foundation governor. AF informed him that this was the advice of Brent Council Governor Services. RW does not think that it was appropriate to elect as a staff Governor and then change to Foundation when CC could have remained as an Associate Governor. AF will contact Governor services to clarify this. RW asked what the term of office was. CC had not received a personnel letter confirming his reappointment. NH will check this and confirm the term.

JK asked about a staff Governor to fill the vacancy and recommended that Governors speak to the Staff. It was agreed that will be undertaken in September.

4 Minutes of the meeting held on 11th June 2014

The minutes for the 11 June 2014 meeting had been circulated and a number of amendments were recommended by RW:

Minutes of Meeting held 8th May – to add - RW asked what proportion of teaching lessons were anticipated to be GOOD by July. JK indicated that 100% of teaching would be Good by July.

Matters Arising – to add - RW asked what the aim for SASF was and pointed out that the aim should be 100%

Governors Surgery Report – to add - JK and CC did not consider the safeguarding issue and CRB concerns raised as being valid

Headteachers Report – to add - RW asked what the roll was and noted that of roll of 472 there were 10 vacancies

To explain further about incentives for attendance by adding - It was agreed that incentives worked and consideration be given to regular offers, such as uniform, to encourage parents to bring children regularly and on time.

A further discussion was held as CC stated that he was not happy with having to cajole parents to bring their child to school on time as parents have a responsibility to ensure that their child is in school on time. AF stated that the school needs to raise the attendance. CC encouraged the use of the Education Welfare Officer for this rather than incentives. JK explained that rewards were given for 100% attendance rather than lateness. The EWO is used to work with families to improve lateness and attendance. CC feels that the EWO is very useful and happy with the work that the EWO does. JK confirmed that the EWO was involved a lot more in school. LJ asked if the EWO should be invited to meet the Governors, but AF and the other Governors did not feel that this was necessary.

Sats – to add - 59 children were eligible 56 Children sat the tests but 1 was disqualified. Effective 55 children, 93% of eligible children

Teaching and Learning – to add - Governor asked how many teachers there were on staff. A – 20 11 were Good, 8 were RI and 1 was Inadequate

Admission policy – to correct and add - RW commented that with siblings so low in the list this did not help community relations when families were split up.

CC stated that siblings were always high on the admissions criteria but Brent had advised the school not to have siblings too high. AF asked if the admissions policy was sent to the LDBS. JK confirmed that the policy was ratified by the LDBS and Brent.

RW explained that Ofsted and HMI want to see how proactive or inactive Governors have been and how it is hugely important for the minutes to be relevant to the business of the school and to show questioning by Governors.

Following the recommended amendments to the minutes they were agreed as an accurate and true account. LJ proposed the approval of the minutes and seconded by CC.

5 Matters Arising

Action Points – the Action points were checked to ensure that all items were completed.

Awareness of Governors – The TV in school now shows the current Governors. CC suggested a board of photos to show who the Governors are. RW agreed that a well maintained notice board is essential for the school as well as a school sign. CC confirmed that school signs were at both entrances with the name of school and contact telephone number. The signs were made from porcelain so not able to alter the signs. New signs will be researched.

Terms of Reference – NH contacted the LDBS to obtain an up to date document, which they were unable to produce. A draft finance committee terms of reference has been produced and circulated to Governors. LJ asked if it was approved by Audit. NH confirmed that the audit had taken place before the draft TOR was produced. RW asked about the previous TOR. NH confirmed that the TOR presented at the last meeting was too old and an update was requested.

Finance meeting – A finance and premises meeting has been arranged for the 23rd July at 6.00pm . The finance committee is AF, RW, EN with attendance by JK and NH
Dinner Debt – An update was given by NH on the parent debts relating to dinner money. AF

expressed his disappointment in the amount of debt and asked for an explanation on how the debts came about and the action being taken to recover the debts. It was confirmed that Brent Debt Collection team are helping to recover some debts and Free school meal applications were to be checked. RW stated that he does not agree with stopping meals and that talking to parents is more effective than sending letters and also recommended completing a free school meal form. AF asked if this could be monitored closely and reported to Governors at each meeting. NH agreed to monitor the debts and to report back.

LJ expressed the importance of this with the introduction of the Universal free school meals. RW stated that it is important for parents to understand the free school meals and pupil premium link and that the school may need a liaison person to help parents. A free school meal form will need to be completed and Brent will check the eligibility of parents. The school will need to have a big push on free school meals. CC asked how the forms were accessed. JK confirmed that the forms are available in school and will ask Angela Walker to offer assistance to parents. NH explained that the forms are published by Brent and they also produce a poster to explain to need to complete the forms. The forms are ready to go out to Reception, Year 1 and Year 2 in September. NH suggested that every parent completes a form to enable Brent to continuously check eligibility.

Exit Interviews – MS was due to complete these on behalf of the Governors. MS is unable to attend the meetings due to family problems but has provided the relevant format. Governors were asked to volunteer and JK suggested using Brent HR. JK will contact HR and inform AF. CC suggested that the meetings were taken by a senior member of staff. RW felt that it needed to be someone independent. EN suggested asking Father Colin.

Clerking – The costs for a new clerk were presented at the last meeting. It was suggested that the costs were produced in line with the amount of meetings held. This has been completed and presented to Governors. The costings for Simon Topping for the year would be £4840, which included 10 full governing body meetings and 6 finance committee meetings. Simon Topping is the Clerk for a number of Brent schools including John Keble and also Stonebridge School. CC asked if the price was fair. RW suggested that the costs were reasonable. LJ asked if he was available. AF has drafted a calendar of proposed dates for meetings for the next year and these will be sent. Governors were happy with the costs and also the recommendation from John Keble. All Governors agreed for the new clerk to be appointed. RW suggested a final reference is requested from the Chair of Governors from Stonebridge School. NH is to forward the contact details to AF.

Governors Training – the Pupil premium training is to be arranged for the start of the Autumn Term.

RW stated that not all of the documents on the website open. JK will be rebuilding the website over the summer holidays and will check this. RW suggested outsourcing the website design and maintenance.

6 Governors Surgery Report

Governors Surgery sessions were held and raised some queries regarding:

Frequency of homework – JK and KM are reviewing the homework policy with a clear schedule of homework. RW asked if homework books were initialled when reviewed. JK confirmed that the books were initialled and the books are used as a dialogue between parents and teachers. The School monitors homework books along with other areas of monitoring.

The Playground is not suitable for Sports – JK explained that PE mats are used in necessary. The playground climbing equipment has a soft floor. Sports day for KS1 is held in the school playground with more confined games and KS2 sports day is held at a local sports ground. RW stated that national funding is available for a MUGA. CC showed concern that a MUGA would considerably reduce the space in the playground. JK is currently working with the PE Coordinator using the Sports Premium to look at a more active and focussed playground. Ideas are being put forward to zone the playground with different types of sporting equipment, with SMSAs taking charge in different areas. Lunchtimes are to be staggered from September.

It was stated that the bell time is too early. JK informed Governors that the bell is sounded at 8.50am. This has been changed recently to enable learning time to start at 8.55am. Notice was given to parents for this.

Parents are happy with the education, but would like the PTA to reconvene. It was confirmed that the PTA is still active and they have recently been involved in gardening in the school grounds.

Staff Meeting

The Governors held a meeting with the staff on the 25th June. Not all of the staff attended the meeting. A number of points were raised by staff in which JK and AF discussed and JK responded to Governors.

1. Staff queried the recent HMI visit and felt it was negative. RW disagreed and informed staff that he felt some of the report was good. JK confirmed that feedback from the HMI visit was given to staff along with their judgements and the points raised
2. Future of the School – Academy status / connection with the LDBS – JK feels he keeps staff informed at all times.
3. Action Plan following HMI
4. More Communication with management – JK and KM make time to talk to staff in the mornings, lunch and playtimes
5. Intervention with children
6. Water Point problems
7. Staff not given observation feedback in writing
8. Behaviour in class
9. What does John Keble do?
10. Core timetable working well
11. Attendance and punctuality discussion

RW feels that there is an element of confusion with the staff and some do not understand the marking policy. JK confirmed that the marking policy has been revised in line with John Keble and it has been presented to staff. Extra input is needed on marking.

LJ shared her impression of the meeting and it was concerning behaviour. The behaviour policy has been revised and worked for a while but not followed up and not using positive measures. JK explained that the Inclusion leader had reviewed the policy and presented it to the staff. The red triangle was not being used correctly and detentions were given out for non detentionable behaviour. Clear steps have been set out to manage behaviour. The inclusion teacher has taken the lead on behaviour. RW and the Governors are encouraged by this. CC asked if this was being monitored and JK confirmed this. CC also asked if incorrect uniform was being monitored. This was also confirmed.

Governors surgery dates for September are to be set. CC asked whether it will be the playground walk or the more formal meeting. AF confirmed that he preferred the playground walk.

7 Headteachers Report

JK presented the Headteacher report to Governors covering the current roll of 464. There are 8 vacancies, one in year 6 and seven in nursery.

Attendance – The Current attendance for week to 11th July is 95.8%, with the year to date being 95.2%. Low attendance groups are SEN and Vulnerable children. The EWO will review this.

Data - JK reported on the current standards data for KS1 and KS2 in reading, writing and maths. Improvements are needed in level 3 in all subjects. JK also presented standards data for EYFS. The current data for 'Good level of development is 53.3% with girls being 68.8% and boys being 35.7%. This information will need to be fed into the forward plan for next year. The discrepancy between girls and boys may be due to a high number of female staff in the Early years. RW stated that this was not

uncommon in EYFS and it is a great and concerning discrepancy. RW asked what groups of boys this relates to, and are they a particular group. RW feels that it is important to know what the head of EY will do to correct the balance. JK and KM are working on gathering this information and will forward to Governors. An action plan will be produced.

RW confirmed that the KS2 results were received and thought that the performance against targets at level 4+ was commendable.

RW asked when the rest of the data will be available and what the APS is. RW expressed concern that this should be available. JK confirmed that KM is currently working on this. AF asked for the data to be sent to Governors when available. RW also suggested that the format remains the same.

HMI – The Schools Action plan is to be updated before the end of term and a copy sent to HMI. Governors were asked to review the action plan and input into key issue 4 and make comments. Governors have now been added into the monitoring forms. Governors will need to be allocated to oversee different areas, eg, pupil premium and teaching and learning. RW asked for a copy of this and said it would be helpful if this was available before the meeting. JK apologised for this.

Pupil Premium - JK and AL met with Bill Bolloten following the pupil premium review and a copy of the review was sent to AF. An action plan has been put into place and this will be forwarded to Governors. The School needs to be a lot clearer in accountability and a template has been given for this. RW asked when the reports will be available on the website. JK informed Governors that the 2013/14 report will be available over the holidays and the predictive for 2014/15 is currently being worked on.

UFSM – Universal free school meals will start from September. The kitchen work is to be completed over the summer holidays. The LDBS have asked Emerson and Willis to oversee the work as they are onsite already. New equipment will be installed and the staffing and timetabling will be planned. RW asked if JK has confirmed this with Steve White as Emerson and Willis had not connected the fire alarm correctly. CC confirmed that both buildings have separate fire alarm systems. RW suggested that the two fire alarm systems are checked. CC also raised concerns over this. AF stated that the Governors were not aware of these issues. RW asked when the last fire drill was completed and that they are essential and should be held every term. CC staggers the fire drills of both buildings and they were carried out regularly but not for 4-6 months. JK will organise a fire drill before the end of term but states that the children are aware of the evacuation procedures and have been evacuated already from the new building. RW asked that JK contacts Steve White (LDBS) and copy AF and Indigo Wolf regarding the fire alarm.

Staffing – JK reported the details of the 7 teachers leaving at the end of term and 4 new appointments in Nursery, Reception (EYFS Leader), Year 3 and Year 6. The 4 appointments include 2 new assistant headteachers. RW asked if you new EYFS leader was aware of the issues in Early Years. JK confirmed she was, and recent data will be sent to keep her informed. Teachers and LSAs have now been informed of their positions for the new year. There are currently two vacancies in year 5 and year 6. LJ asked if they were confident that the posts would be filled. JK explained that they were not interviewing anymore before the end of term, and would be checking with the agencies over the school holidays and use supply in the short term and recruit as soon as possible. There is a possibility of KM teaching in the morning. A new MFL teacher has also been appointed who will be teaching Spanish the afternoon and intervention work in the morning. AF asked if Governors could visit the school on the Inset day in September to meet the new teachers, this was confirmed. JK will invite the Governors to this and also inform them of the dates for the leavers ceremony, assembly and the Year 6 BBQ.

Admissions Policy – Brent returned the policy for 2015/16 for alteration. The change needed was the number of school days for the appeal window. It has been changed from 12 to 20 in line with new guidelines.

Other - JK made a proposal to Governors regarding the Nursery. The Nursery currently has one teacher and 2 Nursery Assistants. There is a 25 minute break between the morning and afternoon sessions which does not allow for a proper lunchtime for staff. JK proposed changing the times of the

two sessions to 8.45am – 11.45am for the morning session and 12.45pm – 3.45pm for the afternoon session. This will allow for a proper break for the staff and to give them time to prepare together. The times have also been tied into the timings for dropping off and picking up siblings in other parts of the school. This is proposed to start from September. CC confirmed that this would not affect the gate security. RW asked how would we get the nursery children out of the playground and into class away from the other children. JK responded that the parents will drop the child at nursery and then drop off the other children. The parents are to stay with the children in the playground until the bell goes.

The staff should be in the playground from 8.40am, which is part of their terms and conditions. AF asked if details of these terms and conditions can be displayed in the staff room.

RW was concerned that this change may affect attendance. AF suggested implementing the changes and review regularly. All Governors agreed the change to the timings.

8 Chairs Report

AF informed Governors that there was an article in the Leadership and Governance magazine called *'What is Ofsted looking for from Governors'* and suggested that all Governors read this. It details the type of questions that Governors should be asking, how Governors hold the school to account and how Governors are monitoring pupil premium. AF will arrange for this to be distributed to all Governors.

RW asked if the school subscribed to the National Governors Association. JK stated that the school did not currently subscribe, but would action this. RW also asked for a login to the Fischer Family Trust, JK is also auctioning this.

AF confirmed that he had been asked to attend the RIG meeting on the 17th July.

9 Finance Update

It was confirmed that a separate finance and premises meeting had been arranged for the 23rd July. It was asked if the draft finance minutes could be circulated to all Governors.

10 Any Other Business

LJ asked for an update on the Governors review. AF confirmed that they are currently waiting for the report and this will be sent to Brent Council and the LDBS before being received by the school.

RW asked whether the school was ready for the changes in the National Curriculum from September. JK confirmed that Leaders had prepared a comparison between the old curriculum and the new curriculum and they had looked at the resources required for this. Teachers were tasked to plan a year map, planning template and structure. Long term year maps had been finalised. The staff are ready for the Autumn term with weekly and mid year plans and will be planning for the Spring Term.

RW asked if the school will use its own selection of books for English. JK stated that the schools books will be used and the plan was rebuilt around this. The School has been resourcing new sets of guided reading books. JK also explained that the school uses Mathsmat and this gives strategies for maths and this has been changed for the new curriculum. RW asked if the new curriculum was robust. JK confirmed it was, but there may be a few minor teething problems.

EN asked when HMI would next visit. JK confirmed that it would be in the Autumn Term.

RW asked when the last Health and safety walk was carried out. CC was not involved in this and it was the Headteacher and a Governor. The last walk was held in January/February. JK is to schedule this for once a term.

RW requested some information on the IT contract from Badger Computer Services. RW felt that

some things do not work and was not successful in connecting to the wireless. NH will provide details of the expenditure and the level of support.

RW asked when market testing was completed for best value. RW informed Governors that he had asked the Secretary to view the policy folder. On looking at this, saw that some of the policies were out of date. JK confirmed that KM was currently updating this file and reviewing the policies. The Senco is reviewing the behaviour policy. It was confirmed that the Clerk is to maintain a list of policies and the review dates.

11 Forthcoming Meetings.

The dates for the Governing body meetings for 2014/15 are currently being prepared by AF and JK. AF will circulate the proposed dates.

12 Confidential Matters

AF reported confidential matters that are minuted separately

The meeting closed at 9.20pm

Signed

Date