

St ANDREW & St FRANCIS CoE PRIMARY SCHOOL

Meeting: Governing Body

Date: 17 September 2014

Time: 6.30pm

GOVERNORS IN ATTENDANCE

Name	Category of Governor	Present
Richard Walton (RW)	Foundation Governor (LDBS)	Yes
Colin Cook (CC)	Foundation Governor (Deanery Synod)	Yes
Eve Nobrega (EB)	Foundation Governor (PCC)	Yes
Maria Stephens (MS)	Foundation Governor (Parent)	Yes
VACANT	Foundation Governor (LDBS)	N/A
VACANT	Foundation Governor (Deanery Synod)	N/A
VACANT	Foundation Governor (PCC)	N/A
James Kelly (JK)	Staff / Ex-officio	Yes
VACANT	Staff Governor (Teacher)	N/A
VACANT	Staff Governor	N/A
VACANT	Parent Governor	N/A
VACANT	Parent Governor	N/A
Lesley Jones (LJ)	Local Authority (LA)	Yes
Alloysius Frederick (AF)	Local Authority (LA)	Yes
ALSO PRESENT		
Simon Topping (ST)	Clerk	Yes

Brent School's Partnership: www.brentpartnership.co.uk

Ofsted School Data Dashboard: <http://dashboard.ofsted.gov.uk/>

Fischer Family Trust (FFT) Data Dashboard: <http://www.fft.org.uk/fft-live/governor-dashboard.aspx>

Managed Learning Environment (MLE): <https://fronter.com/brent/>

MINUTES

No.	Item	Action
1	<p>Welcome and Chairs remarks</p> <p>AF welcomed everyone to the first GB meeting of the academic year, the meeting started at 6.36pm.</p> <p>Note Governors comments, questions (GQ) and challenge are highlighted in bold.</p> <p>Actions arising from the meeting are also highlighted in bold, along with the initials of the person responsible.</p>	
2	<p>2.1 Apologies for absence</p> <p>Absentees are detailed in the attendance table above.</p> <p>2.2 Declarations of interest</p> <p>AF declared he is an employee of CAPITA, which was recently outsourced by the LB Barnet.</p> <p>No other Declarations of Interest were declared for the meeting.</p> <p>ACTION: Governors were asked to sign and return a Declaration of Interests form.</p>	Govs
3	<p>Elections & Appointments 2014/15</p> <p>Note all of the elections and appointments below will be effective until the first GB meeting of the new academic year, when the elections and appointments will be reviewed again.</p>	

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	<p>3.1 Appointment of Clerk to the Governors ST was appointed as Clerk to Governors. ACTION: ST is to notify the LDBS.</p> <p>3.2 Election of Chair of Governors AF was elected as Chair of Governors.</p> <p>3.3 Election of Vice-Chair of Governors RW was elected as Vice-Chair of Governors.</p> <p>3.4 Appointment of Committee Members <i>3.4.1 Resources Committee (inc. Pay Committee)</i> AF (Chair), RW, JK, EN were appointed to the Committee. The School Bursar will attend to present information.</p> <p>3.5 Appointment of responsible Governors <i>3.5.1 Head-teachers Performance Management</i> Governors appointed: AF, RW & EN to complete the Heads Performance Management. ACTION: AF is to follow-up with the LDBS/LA to confirm the link advisors, and arrangements regarding the interim Heads performance management targets.</p> <p><i>3.5.2 Safeguarding (Child Protection)</i> EN and MS were appointed as the Safeguarding responsible Governor.</p> <p><i>3.5.3 Health & Safety (H&S)</i> EN was appointed as the H&S responsible Governor.</p> <p><i>3.5.4 Equalities (including Special Educational Needs & Disabilities (SEND))</i> LJ was appointed as the Equalities responsible Governor.</p> <p><i>3.5.5 Pupil Premium Grant / School Sports Grant (PPG/SSG)</i> RW was appointed as the PPG/SSG responsible Governor.</p> <p><i>3.5.6 Link Governors</i> Governors agreed to link by phase: EYFS – LJ with phase leader Louise Wright; KS1 – CC with phase leader Anna Clunies Ross; KS2 – RW with phase leader Sandra Amoh.</p> <p>ACTION: Governors agreed to meet with their linked phase leader before the November GB meeting. ACTION: Governors are to submit their link reports to the GB Chair and Clerk, at least a week in advance of the November GB meeting.</p>	<p>ST</p> <p>AF</p> <p>Govs</p> <p>Govs</p>
4	<p>Minutes from the GB meeting 16 July 2014 <i>4.1 Accuracy</i> Minor corrections were noted on the minutes, and Governors agreed the minutes as an accurate record of the meetings business.</p> <p>ACTION: RW raised some points of clarification on the GB minutes 11 June, which Governors agreed to change. ST is to update the minutes, and send to the GB Chair to sign-off.</p> <p><i>4.2 Matters arising</i></p>	<p>ST</p>

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	<ul style="list-style-type: none"> • CC did not receive a letter from the Deanery Synod, confirming a renewal of his Term of Office. • Staff exit interviews had been completed. • ACTION: the new School website is being progressed, and the deadline to have the system completed is the 24 October. • ACTION: JK is to resend the updated APS data to all Governors. • A new fire panel was installed to comply with H&S requirements resulting from the new build. CC raised there have been some compatibility issues with the integration between the old and new systems. • ACTION: Governors requested the outstanding H&S matters be resolved ASAP. • It was noted that a system for updating policies was now in place and Kevin Minns, had updated the system with the current School policies. Governors agreed that statutory policies would be reviewed as a priority. • ACTION: JK is to ensure a copy of the tracker is sent to ST to facilitate policy review for meetings. <p>All other actions had been completed, and there were no other outstanding matters arising.</p>	<p>JK</p> <p>JK</p> <p>CC</p> <p>JK</p>
5	<p>Governors</p> <p><i>5.1 Vacancies</i></p> <p>Governor vacancies are detailed in the attendance table at the top of the minutes.</p> <p>Staff (Teacher) – the vacancy has been advertised to Staff and the closing date is 26 September.</p> <p>ACTION: Governors agreed that ST is to be the returning officer.</p> <p><i>5.2 Training</i></p> <p><i>5.2.1 Available</i></p> <p>Governors were reminded that training is available through the LDBS, LA and Modern Governor, links to the websites were included in the meeting agenda.</p> <p>Training is to be scheduled on the use of the School Sports Grant (SSG), the LA PE Co-ordinator will deliver the training.</p> <p>ACTION: AF is to confirm possible dates with the LA.</p> <p><i>5.2.2 Attended</i></p> <p>Governors were asked to send copies of certificates from completed training courses to the School office for inclusion with the GB records.</p> <p>The LA delivered training on the PPG to Governors, and an attendance register details those Governors in attendance.</p> <p><i>5.3 LA termly Governance Report</i></p> <p>Governors were reminded to review the report, which highlights key areas of Governance to consider by term.</p> <p><i>5.4 Governors surgery programme</i></p> <p>ACTION: Governors agreed to complete the Governors surgery (informal meetings with parents) before the 24 October. JK is to email possible dates to the Governors.</p> <p>ACTION: Once confirmed JK is to advertise the dates in the School</p>	<p>ST</p> <p>AF</p> <p>Govs JK</p> <p>JK</p>

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	<p>newsletter.</p> <p><i>5.4 GB reconstitution</i> Governors deferred the item to the last meeting of the Autumn term. ACTION: ST is to ensure the item is tabled.</p> <p><i>5.5 GB Chairs report</i> The report from the recent internal audit had been received and AF informed the Governors that the School had received a grade of 'substantial' assurance. ACTION: AF is to circulate the auditors report to the Governors. AF ACTION: ST is to table the auditors report for discussion at the next Resources Committee meeting.</p> <p><i>5.6 Dinner money debt</i> AF circulated a report on outstanding debt that had been accrued by parents resulting from non-payment of dinner money, and a copy is included with the meeting records.</p> <p>Governors discussed the reasons why parents may have accrued the debt, and it was noted the office Staff were now robustly following up debt arrears with parents.</p> <p>GQ: is there a policy for writing off bad debt? Yes, and it was clarified the finance Committee had a delegated authority to 'write-off' £500 in debt.</p> <p><i>5.7 Parents claiming Free School Meals (FSM)</i> AF presented a report to Governors on the numbers of parents claiming FSM, and a copy is included with the meeting records. Governors requested that all efforts should be made to support eligible parents (particularly those that have a child with a SEND) to claim to increase income from the PPG. ACTION: JK is to clarify the numbers detailed in the report with the Bursar.</p>	<p style="text-align: center;">ST</p> <p style="text-align: center;">AF ST</p> <p style="text-align: center;">JK</p>
6	<p>Head-teachers report JK had circulated a copy of the report in advance to the Governors, and a copy is included with the meeting records.</p> <p>It was noted items on the new building snagging list that had been circulated to the Governors, had mostly been resolved now. Outstanding snagging issues are still being pursued with the builders.</p> <p><i>6.1 Governors questions of the Heads report</i> GQ: How many children on roll were late back to School? A significant number, approximately 2 classrooms full.</p> <p>GQ: has the Educational Welfare Officer (EWO) service been notified with appropriate referrals? Yes, referrals have been made, and some families have been made aware their child's place is at risk of being withdrawn. Places must be held open for 10 days, at which point they may be withdrawn depending on the circumstances.</p> <p>GQ: has Staff attendance been good? A Staff member is on long term sick leave, and another on short-term sick leave, otherwise attendance has been good.</p>	

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	<p>GQ: have target-setting meetings taken place with the Teachers? Meetings are currently in progress.</p> <p>GQ: will standards data be available at the next GB meeting? Yes, baseline data will be ready by then. ACTION: JK is to send to the Governors the data once available.</p> <p>GQ: what progress has been made on the Ofsted School Action plan? The Rapid Improvement Group (RIG) had met today, and significant progress has been made. Progress has been Red, Amber, Green (RAG) rated in the action plan to make it easier for Governors to review progress, and Governors had received a copy of the plan.</p> <p>GQ: are there any staffing updates to note? A new Teacher has been appointed for Year (Y) 6, and a long-term supply Teacher is covering Y5.</p> <p>GQ: how has Y5 behaviour been since the start of term? Their behaviour has been good to date.</p> <p>GQ: was there a recent fire-drill, and what was the evacuation time? Yes, and the whole School was evacuated in under 2 minutes.</p> <p>GQ: how often do the H&S walkabouts take place? Once every half-term.</p> <p>ACTION: ST is to send Governors a copy of the questions to improve the Governors challenge of the Heads report.</p> <p>Governors thanked JK for the report.</p>	<p style="text-align: center;">JK</p> <p style="text-align: center;">ST</p>
7	<p>Policies for review <i>7.1 Behaviour</i> Governors deferred the item to the next meeting. ACTION: ST is to ensure the item is tabled.</p> <p>ACTION: A GB timetable for policy review is to be agreed, to facilitate Governors review of the Statutory School policies.</p>	<p style="text-align: center;">ST</p> <p style="text-align: center;">JK/ST</p>
8	<p>GB / Committee Terms of Reference (ToR) ST circulated updated draft ToR for Governors to comment on, and a copy is included with the meeting records. ACTION: RW is to send to Governors a copy of another School's ToR for Governors to also consider. ACTION: Governors are to send comments on the draft ToR directly to ST by 24 October. ACTION: ST is to table the ToR at the November GB meeting for agreement.</p>	<p style="text-align: center;">RW</p> <p style="text-align: center;">Govs</p> <p style="text-align: center;">ST</p>
9	<p>Any other business No other business was raised.</p>	
10	<p>Autumn term meeting dates</p> <ul style="list-style-type: none"> • GB, Wednesday, 8 October, 6.30pm • GB, Wednesday, 12 November, 6.30pm • GB, Wednesday, 17 December, 6.30pm 	

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	<ul style="list-style-type: none">• Resources Committee to be confirmed• Pay Committee to be confirmed	
11	Confidential business Confidential business is recorded separately.	

Signed: _____
Governing Body Chair

Date: _____