

Chapel End Infant School and Early Years Centre Governing Body

Thursday, 22 September 2016

**Minutes of the meeting of the Chapel End Infant School and Early Years Centre
Governing Body held at the school at 7 p.m.**

Present:

Mr Alistair MacLellan – Chair (Local Authority Governor)

PARENT GOVERNORS

Mr Grant Jacobson

Ms Mel Sevinc – Ms Sevinc arrived at 7.25 p.m.

Ms Milena Lacheva

CO-OPTED GOVERNORS

Mr Craig Leither

Mrs Ludi Capelan – Mrs Capelan arrived at 7.05 p.m.

Mr Zen Jelenje – Mr Jelenje arrived at 7.25 p.m.

Ms Janet McPartland

HEADTEACHER - voting

Ms Theresa Martin

Staff Governor

Mrs Antoinette Strydom

Also present: Mrs Debra Noakes, Deputy Head Teacher
Ms Donna Walton, Governor Services, Waltham Forest

Clerk to the Governors: Julie Cornelius

1. WELCOME AND APOLOGIES FOR ABSENCE

There were no apologies received. Ms Mel Sevinc had advised she may be arriving late.

The Chair advised that Mr Terry Toomey, Associate Member, had resigned from the Governing Body. Governor Services have been informed.

2. QUORUM

The meeting was quorate – five Governors are required for a quorum.

3. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

The Headteacher said there were items she wished to raise at the end of the meeting.

4. DECLARATIONS OF INTEREST

The clerk issued all Governors in attendance, with a copy of the Pecuniary and Personal Interest form. Governors completed these forms and duly returned them to the clerk for processing.

[Ms Mel Sevinc, Mr Zen Jelenje and Mrs Ludi Capelan, completed the Declaration of Pecuniary and Personal Interest, upon arrival at the meeting.]

Action: Governor Services

There were no declarations made pertaining to any of the agenda items for this meeting.

[Mrs Ludi Capelan arrived at 7.05 p.m.]

5. APPOINTMENT OF OFFICERS

Election of Chair for the academic year 2016/2017

Mr Alistair MacLellan notified Governors that due to work commitments, he would not stand for re-election as Chair.

The Clerk welcomed nominations for the position of Chair of Governors. There were no nominations; nor did any Governor wish to stand for election.

Mr Alistair MacLellan **agreed** to stand as interim Chair until the next Governing Body meeting in November. Mr MacLellan asked Governors, in light of an impending Ofsted inspection, to consider standing for the position of Chair. Any interested Governors can discuss this further with the Headteacher and Mr MacLellan.

Mr Alistair MacLellan was duly elected as Chair.

Election of Vice-Chair for the academic year 2016/2017

The Clerk welcomed nominations for the position of Vice Chair of Governors. The Chair proposed that Mr Grant Jacobson be elected as Vice Chair of Governors for the 2016/2017 academic year; this was seconded by Mrs Ludi Capelan. With no other nominations and no objections, Mr Grant Jacobson was duly elected as Vice- Chair.

6. GOVERNING BODY

The Clerk confirmed there was currently one Co-Opted Governor vacancy and that there were no Governors whose term of office would cease before the spring term.

The Chair said guidance would be sought from Governor Services, in respect of appointing a Co-Opted Governor and that it would be beneficial to appoint a candidate with financial experience. The Clerk referred to an organisation called Inspiring the Future, who may be able to assist.

[Completed Clerk's action: To request Governor Services to assist with recruitment to this position.]

To consider disqualification due to non-attendance

The clerk advised that no Governors were eligible for disqualification due to non-attendance.

DBS Checks

Ludi Capelan returned her DBS certificate to the Headteacher. DBS checks are up-to-date for all Governors.

7. MINUTES

Governors received the minutes of the Governing Body meeting held on 7 July 2016 and **agreed** these to be an accurate record of the meeting.

The Chair, Mr Alistair MacLellan, signed a copy of the minutes and these were retained by the school.

Matters arising from the minutes of the Governing Body meeting held on 7 July 2016

Minute 4. – School Effectiveness Adviser (SEA) visit:

The Headteacher said the next SEA visit will take place during the morning of 5 October 2016. Although the meeting focus has not yet been confirmed, in the autumn term this is usually data focused with identification of any areas for development in the coming year.

Q. Is the school confident in that it has addressed issues noted from the previous visit?

A. The Headteacher said, yes.

Additional item raised at this juncture:

The Headteacher said a School Business Manager (SBM) was appointed at the end of the summer term. The newly appointed SBM has been working for eight years at a Primary school in another Local Authority and has successfully completed accredited School Business Manager training.

The new postholder will commence employment on Monday of next week. This will allow for a one week overlap with the current incumbent, Mrs Joan Smith; Mrs Smith's last day at the school will be 30/9/2016. The school will be hosting a gathering to wish Mrs Smith farewell in her retirement; this will take place on Friday 30/9 at 6 p.m. at the school. The Chair said Joan has been a stalwart of the school staff for a significant length of time. The Chair, on behalf of the Governing Body, wished Joan a long, happy, healthy retirement.

Minute 5. - Emergency Response Plan:

Mrs Debra Noakes said there was nothing further to report since the Emergency Response Plan was reviewed in the summer term.

Q. Has there been an opportunity to discuss with Chapel End Junior school, the compilation of a joint Emergency Response Plan?

A. Not yet, but this conversation will take place.

Mrs Noakes said there are lots of things currently in place. The Headteacher said two evacuations had already taken place this term and both had gone well

ACTION: To implement and bring back to the November Governing Body meeting.

Minute 7. - Monthly Budget monitoring:

The Headteacher said she has discussed this with the SBM. Budget monitoring is on the agenda for the next Governing Body meeting.

8. HEADTEACHER'S REPORT WITH SEF

Governors received the Chapel End Infant School Self Evaluation – September 2016. The following was noted.

- The Chair had compared the school SEF with that of a London Academy – both were very similar.
- E-safety is highlighted. The Headteacher said E-safety staff training will be organised again this year, including a workshop for parents.
- Pupil Premium: An overview is required for the school website. The Chair stressed the importance of Governors familiarising themselves with this content and in the event of an Ofsted inspection, that Governors are able to talk confidently about Pupil Premium.
- A Governor said the SEF was very informative. Another Governor said the SEF does not truly reflect the positive relationship the school has with parents. It was suggested the SEF was amended to highlight this.
- **Q. Is there any update on parental feedback?**
A. The Headteacher said responses to comments from parents are currently being collated. Fifty responses were received; these comprise very positive comments.
ACTION: Once collated, the Headteacher will send this information to Governors.
- **ACTION: Governors to e-mail the Headteacher with any questions in relation to the SEF.**

9. GOVERNING BOARD CODE OF CONDUCT

Governors **agreed** to adopt the Code of Conduct.

The Code of Conduct was signed by all Governors.

[Completed Clerk's action: Completed forms have been returned to Governor Services.]

10. CHAIR'S ACTION

There was nothing to report since the previous meeting.

11. SCHOOL AIMS AND VISION STATEMENT

The Statement is in place but requires finalising.

ACTION: The Chair to circulate the final document to Governors, via e-mail.

As a point of interest, the Chair said he had attended school during the Open Day, taking place at the end of last term.

[Ms Mel Sevinc and Mr Zen Jelenje arrived at 7.25 p.m.]

12. SKILLS ANALYSIS

Governor Services had circulated the Skills Analysis document to all Governors.

ACTION: The Chair will re-send this, for completion by the Governors named below.

ACTION: The Headteacher, Craig Leither, Grant Jacobson, Ludi Capelan, Janet McPartland, Antoinette Strydom, Zen Jelenje and Mel Sevinc, to complete and return to Governor Services.

13. GOVERNING BOARD ANNUAL CYCLE OF BUSINESS

The Headteacher said, the Governing Board Annual Cycle of Business (a copy was circulated to Governors), issued by Governor Services, has been amended slightly, to reflect where items of business correspond to the Governing Board meeting schedule.

Governors **agreed** the Governing Board Annual Cycle.

14. GOVERNORS' TRAINING

Governors have received the annual training programme from Governor Services. The Chair, who has reviewed a number of courses relating to finance; encouraged Governors to book relevant training.

15. GOVERNING BOARD COMMITTEES

Governors considered the establishment of subcommittees and unanimously agreed to the following committee structures and memberships:

Governor Discipline

Governors **agreed** that all eligible Governors, for the purposes of Governor Discipline matters, would form a pool from which three Governors may be drawn to consider pupil exclusions.

Staff Discipline, Grievance and Dismissal appeals

Governors **agreed** that all eligible governors form a pool for the purposes of Staff Discipline, Staff Grievance and Dismissal Appeals. It was duly noted that no staff members would be called upon to form a part of any of these panels.

Headteacher's Performance Management (review to be completed by 31/12/2016)

The Chair, Janet McPartland and Grant Jacobson, alongside the School Effectiveness Adviser (SEA), will conduct the Headteacher's Performance Management.

ACTION: The Headteacher will check the SEA's availability and will liaise with the aforementioned Governors, to confirm the date of the Performance Management.

Pay Committee

Governors **agreed** the Pay Committee would comprise Grant Jacobson, Ludi Capelan, Zen Jelenje and the Headteacher.

Link Governors

Governors received a document detailing the role of each Link Governor, together with a Link Governor visit report form template. At the last Governing Body meeting, Link Governor roles were discussed.

Governors **agreed** the following Link Governor appointments.

SEND/Safeguarding/Looked After Children (LAC): Grant Jacobson

Finance: Ludi Capelan

Early Years: Janet McPartland and Craig Leither

Health and Safety: Alistair MacLellan and Milena Lacheva

Training: Ludi Capelan

Curriculum: Mel Sevinc

The Chair said, moving forward, a Link Governor visit report would form an agenda item at each Governing Body meeting. The report would comprise no longer than one sheet of A4, presented in the format previously discussed and circulated to Governors. The Chair thanked Governors for their support in respect of this.

16. LINK GOVERNOR REPORTS

Governors to receive a report from the Safeguarding Link Governor (standing item)

The document 'Keeping children safe in education – Part 1: Information for all school and college staff', dated September 2016 and issued by the Department for Education (DfE), was presented to Governors.

The Deputy Headteacher said all school staff have received this document. A safeguarding INSET which took place in September, was very much based on this information together with additional updates.

Governors are requested to read this document and to familiarise themselves with those expectations that relate to everyone working with children.

Q. When this document was issued to members of staff, were they requested to sign to confirm receipt?

A. Yes.

The Headteacher said, within the school Safeguarding policy, there is information that states that any person with a safeguarding concern, can refer this directly to the Local Authority Designated Officer. Contact details for that person have changed. The new LADO is Gillian Nash, telephone number: 020 8 496 3646. Governors should update this information in their policy document.

17. ANY OTHER BUSINESS

Model Pay Policy

The Headteacher had circulated to Governors, a model Pay policy received from the Local Authority. This remains basically unchanged apart from updates in line with Teachers' Pay and Conditions 2016, thereby specifying a 1% pay increase in teachers' salaries.

Governors **agreed** the model Pay policy.

School Fund account

Governors received a one-page document showing details of the School Fund account, signed off by the Office Manager on 19/9/2016 and by the Auditor on 22/9/2016.

The Headteacher said this does not represent huge amounts of money. Expenditure from the School Fund account, includes subsidising of school trips (money from Pupil Premium is also used for this purpose). Previously, the school had received additional income from the sale of school uniform, but the time invested in this process, was not cost effective.

Q. Please provide an example of miscellaneous expenditure?

A. The Headteacher said, for example, this might be the purchase of refreshments for a children’s party.

School Information Dashboard

The Headteacher said the School Information Dashboard which the Local Authority is compiling for schools, should provide comparative data much sooner than currently available on RAISEonline. The 2015/2016 data has now been produced. The Deputy Headteacher said this is a really useful document.

ACTION: The Headteacher will circulate this information to Governors.

Random letter addressed to the school

Upon return from the summer holidays, a letter was opened, with strange and rambling malicious content. Chapel End Infant school was not referred to in the letter but because of the nature of the content, the police were informed. The Junior school were also informed – they had received a similar letter during the previous academic year.

Q. Were any similar letters sent to any other schools in the Borough?

A. The Headteacher said she was not aware of this, but she had advised the SEA of receipt of this letter and the Local Authority were also informed.

Q. Did the letter make any threats?

A. The Headteacher said, no and neither did it make any mention of Chapel End.

The Chair thanked the Headteacher for dealing with this matter.

Confidential items

These are noted separately under confidential items. All remained present during discussion.

18. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

Date of next meeting

This will take place on Thursday 3 November at 7 p.m. at the school.

Agenda item

- 1. Budget monitoring

The meeting closed at 8.15 p.m.

Chair: (print)

..... (sign)

Date:

Chair of Governors
Initials: