

Chapel End Infant School and Early Years Centre Governing Body

Thursday, 7 July 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

CO-OPTED GOVERNORS

Mr Craig Leither

Mrs Ludi Capelan

HEADTEACHER - voting

Ms Theresa Martin

Also present: Mrs Debra Noakes, Deputy Head Teacher
Mrs Janet McPartland, prospective Governor
Mr Zen Jelenje, prospective Governor

Clerk to the Governors: Julie Cornelius

1. WELCOME AND APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Ms Milena Lacheva, Mr Terry Toomey, Ms Kate Williamson and Mrs Aintonette Strydom.

The Chair introduced Mrs Janet McPartland and Mr Zen Jelenje; attending as prospective Co-opted Governors.

Introductions from prospective Governors

Mrs McPartland lives locally. She has a background in teaching, with 40 years experience of working in an Early Years setting; this includes an appointment as Head of Early Years. Additionally, Mrs McPartland has carried out moderation work and has undertaken Ofsted training for Nursery inspections; previously, Nurseries were inspected as a separate entity. Mrs McPartland has finished full time teaching but wants to maintain a link with schools; this has led to her interest in becoming a school Governor.

The Chair proposed Mrs Janet McPartland's appointment as a Co-opted Governor. Mr Grant Jacobson seconded this nomination. Governors unanimously **agreed** Mrs McPartland's appointment as a Co-opted Governor.

Mr Zen Jelenje lives locally and works for a publishing company. Mr Jelenje has no children but has an interest in education. Through his work with various charities, Mr Jelenje has engaged in lots of outreach work. Applying to become a Governor is something Mr Jelenje has been considering for some time.

The Chair proposed Mr Zen Jelenje's appointment as a Co-opted Governor. Mr Grant Jacobson seconded this nomination. Governors unanimously **agreed** Mr Jelenje's appointment as a Co-opted Governor.

Completed Clerk's action: The Clerk has notified Governor Services of these appointments.

2. QUORUM

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

3. DECLARATIONS OF INTEREST

There were no declarations of interest relating to any of the agenda items.

4. MINUTES

Governors received the non-confidential minutes of the Governing Body meeting held on 9 June 2016 and **approved** these as a true and accurate record.

Governors had not received the confidential minutes of the Governing Body meeting held on 9 June 2016.

Deferred Agenda item: To receive and to agree the confidential minutes of the Governing Body meeting held on 9 June 2016.

Matters arising from the non-confidential minutes of the Governing Body meeting held on 9 June 2016

The Chair confirmed that a 'status' sheet relating to non-confidential Actions, specified within the minutes, will appear, alongside the minutes, on the school website.

Minute 6.1 – London Borough of Waltham Forest School Effectiveness Adviser (SEA) Visit Report – 17 May 2016:

The Headteacher said she had discussed with the Headteacher of a local school, the school's approach to 'extended writing'. This followed the School Effectiveness Adviser's (SEA) suggestion that Chapel End should look at other schools in respect of their approach to 'extended writing'. The Headteacher said it would appear the local school seems to adopt an approach to extended writing, similar to that taken by Chapel End. The Headteacher will make arrangements to visit this school to further review.

Minute 9. Self Evaluation Form (SEF/SDP):

The aim is for the Headteacher and the Chair to work on an executive summary of the school's self-evaluation document and for this to be completed by the end of this term. This will be issued to Governors to submit comments.

Minute 13. Governors' training audit:

This will be brought back to the Governing Body in September, when the Local Authority's new, annual training booklet will be made available. An evaluation of Governors' training needs will follow.

Minute 7. Verbal Headteacher's report:

An advertisement has been placed to recruit a new office manager; one application has been received to-date. The date for interviews has been arranged for 19 July 2016.

ACTION: Governors to contact the Headteacher if they are interested in residing on the interview panel.

5. NOTICE OF AN ADDITIONAL AGENDA ITEM

Emergency Response Plan

The Chair has briefly reviewed the Emergency Response Plan. There are some details, e.g. names, which require updating. The Chair will sign the Emergency Response Plan, as a Chair's action, outside of this meeting.

ACTION: The Emergency Response Plan will be brought back to the Governing Body for review, early in the next academic year.

6. CHAIR'S ACTION

Governors received a copy of a letter dated 4 July 2016, addressed to parents and signed off by the Headteacher and Chair of Governors. The letter referred to the outcome of the European Referendum and the subsequent reporting in the media of cases of abuse and intolerance, by a small minority; directed at sections of communities, both in London and across the UK. The letter affirmed to parents that any such abuse and intolerance is totally unacceptable and that any instances of abuse at Chapel End, would be dealt with immediately and in the strongest possible way.

The Chair expressed his gratitude to Grant Jacobson for his support with raising this issue through communication with parents. The Chair said, this is a topical issue and moving forward, the school is keen to play a part in the local community. Additionally, the local M.P. is looking at ways of further promoting community cohesion. Also, the Parent/Teacher Association (PTA) is planning to hold a community event in September/October this year.

Q. Has there been any response to the letter sent to parents?

A. The Headteacher said, no. The Headteacher had spoken to children in assemblies and staff and governors present, had not witnessed any change in the sense of community amongst parents who attended the school sports event taking place this morning; no conscious change amongst the children has been noted.

Q. Does the school have bilingual Parent Support Advisers?

A. No, the school employs a Learning Mentor and there are members of staff who speak a community language. The school does its utmost to ensure that non English speaking parents, whose children are new to the school, are welcomed and that information is shared widely amongst groups of parents.

Q. Is the school able to provide translation of correspondence sent to parents?

A. The Headteacher said there is a translation service accessible via the school website. Following discussion, it was agreed that it would be beneficial to send this correspondence in hard copy format to parents.

ACTION: The Headteacher to organise.

7. MONTHLY BUDGET MONITORING

Governors were presented with the following documentation:

1. A Budget Monitor to Month 3 – Summary Budget Monitor to 30 June 2016 and projected outturn (to be submitted to the Local Authority on or before 15 July 2016).
2. A document containing notes relating to the 1st quarter budget monitoring.

The following key points were noted.

Q. The Chair referred to CFR code E26 (Agency Supply Staff) on the Budget monitor sheet and asked why this budget allocation was already 50% spent?

A. The Headteacher said this relates to three members of agency support staff who are working with children with an Educational Health Care Plan (EHCP). These children will be leaving at the end of the current academic year and payments to those members of staff will stop at that point.

Q. Referring to the funding for UFSM (Universal Free School Meals) and that the total amount (£85.5K) of this funding has not yet been received, a Governor asked if this was an issue that applies to other schools?

A. The Headteacher said she believes this is an issue that applies to other schools. This matter is being chased up with the Local Authority. A new Head of school meals has been appointed at the Local Authority and this may assist in expediting this.

Q. With regard to CFR code E19 (Learning Resources not ICT), is there any reason for the higher level of expenditure?

A. The Headteacher said that spending is not necessarily evenly spread across the year but that this will be monitored.

ACTION: The Headteacher to report back to Governors.

6. HEADTEACHER'S REPORT

The Headteacher's report, together with an Attendance report (July 2016) was issued to Governors in advance of the meeting. The Headteacher's report included the following information: An overview; Outcomes for pupils 2016; Early Years Foundation Stage Profile data; Staffing; Pupil numbers; Attendance; Special Educational Needs; Finances; Leadership and Management; Premises; Parents. The Headteacher noted the following:

- This is the second year of expectation that an Ofsted inspection will take place. It is important for Governors to know that this creates additional pressure for all staff. In particular, the Headteacher wished to convey thanks to Debra Noakes and Karen Wishart for the level of support they have provided in anticipation of an inspection.

Q. Why do you believe an inspection could take place this year?

A. The last inspection was in 2011 and although data has not flagged up as a reason for a visit to take place, Chapel End were last inspected under the old inspection framework. The School Effectiveness Adviser (SEA) has confirmed that the window for potential Ofsted visits during this academic year, does not close until next week.

- **Assessment:** There have been many changes this year, regarding assessment. It is the first time since 2010, that children have sat unseen formal tests. Further information is provided in the Headteacher's report.
- The national data for KS1 is not yet available.
- Governors' attention was drawn to the tables within the Headteacher's report. This showed attainment of groups and scaled scores for reading & maths tests. Attainment is low for the Pupil Premium group, but within this group of 24 children, there are four children with special educational needs; three of whom are working significantly below expected standards and one who is working below expected standards in writing and maths. Attainment for writing and maths is lower (67% and 73.9% working at expected levels respectively) than last year. However, it is important to note that due to the many changes this is not a like for like comparison.

Q. If you remove these pupils from the data analysis, what difference does this make to the data?

A. This would then give 88% for reading, 76% for writing and 80% for maths.

The Chair said, he had today, reviewed, with the Headteacher, a sample of the tests for reading and writing; he had also looked at children's books. To the untrained eye, there is clear evidence of progress in writing for those pupils joining the school with no English.

- **Teacher feedback to children:** Discussion took place in relation to teacher feedback to children; to show where further work is required. There are some areas for improvement in Teachers' approach to feedback; this will form part of the School Improvement Plan for next year.

- **Q. Would you provide more information regarding writing.**

A. The Headteacher said the school uses the Read Write Inc (RWI) programme which has been very successful in improving writing skills, but because these are younger children, there are the physical skills of writing that also need to be developed and for some children this is a challenge.

The Deputy Headteacher said the curriculum has changed significantly this year. The Headteacher said the Department for Education (DfE) had decided to produce interim standards this year. To meet the expected standards, children were expected to meet all of the interim standards set. This is a real shift away from the 'best fit' judgements that have previously been used.

- Governors' attention was drawn to the Comparison Table for reading and maths. The Headteacher said discussions with other schools would suggest that the percentage of children achieving expected standards is lower than in previous years and the bar has been raised. At the moment, the school does not know how its results compare with other schools nationally and it is unclear if interim standards will remain in place next year.
- School Data: The Chair spoke about attending a presentation on school data analysis from the Resident Insight and Performance Unit and how the Governing Body will now receive data via this more comprehensive and consolidated reporting system. He said the system looks useful and because the data will be available much sooner than Raiseonline, Governors will be able to interrogate data earlier.
- **Q. Do you think parents will become conversant with this change?**

A. The Headteacher said the reporting is the same and teacher assessments will be reported to parents.
- Pupil numbers: The school is nearly full; this is encouraging news.
- Attendance: Governors' attention was drawn to the Attendance report – July 2016. The concern relates to attendance data for SEN children. The Deputy Headteacher has been working with those families to try to improve levels of attendance but there are instances where attendance is affected by medical issues which are beyond parents' control. Attendance is continuously monitored and this will be continued.

95% is the overall attendance figure. Attendance data for Reception children remains lower and the school continues to work to improve this.

- Reception classes starting in September: The new Reception cohort, joining in September this year, has a higher level of additional needs than previous cohorts; further information is provided in the Headteacher's report. Where applicable, Karen Wishart is applying for transitional funding until secured funding is in place.
- Primary Challenge: The Headteacher had referred to the 'Primary Challenge' within her report. There is a strong commitment amongst Headteachers to work together and their concern about the role of the Local Authority in supporting its schools. The Chair said he had joined the Local Authority's 'Chair of Governors' Forum and at the

last meeting at which approximately 12/15 Chairs attended, the strong appetite for maintained schools to work together was evident. The Forum was concerned about the level of support offered to local schools. The Local Authority is keen to foster greater collaboration between schools.

- Premises: With regard to the planned premises work, a competitive quote was received. NPS has now requested three other companies to quote; the quotes received from these companies are more expensive. The Office Manager has contacted NPS in respect of this.

8. SELF EVALUATION FORM (SEF)

The Chair and Headteacher are working together to compile a more concise version of the SEF.

ACTION: The Chair and Headteacher to report back.

9. SCHOOL IMPROVEMENT PLAN REVIEW

Governors received the following documentation:

1. A school Improvement Plan review
2. Chapel End Infant School & Early Years Centre Improvement Plan 2015-2016

- Key priorities have been reviewed.
- The Abacus assessment toolkit is being used successfully and will feature in next year's School Improvement Plan. Abacus is used to structure teaching, whilst still maintaining the practical aspects of mathematics.
 - Q. Will maths become key priority 1 next year?**
 - A.** The Headteacher said, no, this year would be about consolidating the use of Abacus scheme. Writing will be a key priority.
 - Q. Are you confident that any measures the school implements will address the shortfalls in targets this year?**
 - A.** The Headteacher said targets set would likely not have been so high, had staff been aware of the setting of interim standards; interim standards were not set until January/February this year.
 - Key Priority 3 - Develop the school's IT capacity: The roll-out of DB Primary, a learning platform, has not taken place. The school is considering whether it should continue its subscription to this system, which is not being used to its full capacity.
 - Q. Why is this not being used to full capacity?**
 - A.** In respect of other changes taking place, DB Primary has not been a priority.
 - Q. What is the cost?**
 - A.** This is approximately £2K.
 - Q. When will the decision be made regarding this?**
 - A.** Renewal is due in February; a decision will be made in the autumn term.
 - Key Priority 5 – Sustain & develop the good quality of teaching in writing: The Headteacher said the requirement for children to achieve every one of the interim standards and that these standards were not set until January/February this year, has impacted on the percentage of children meeting the expected standard for writing at the end of KS1.
 - A Governor referred to the narrowing of the attainment gap between boys and girls achieving 2B+ and wished to extend her thanks to staff on achieving this; she said this is a great achievement.

10. MISSION STATEMENT REVIEW

Governors were presented with Chapel End's School Aims and Vision Statement.

The current Statement would benefit from being more focussed.

Q. What about a school strap line?

A. It was agreed this would be beneficial.

ACTION: The Chair will circulate to Governors, a draft School Aims and Vision Statement and requesting for Governors to provide comments.

Agenda item for next meeting: School Aims and Vision Statement

On Thursday 14 July, from 4 p.m. to 6.30 p.m., an 'Open school' is taking place; a Governing Body social event will follow this, starting at 6.30 p.m. The Headteacher suggested using this opportunity for a brainstorming session for parents, Governors and staff, to assist in compiling the School Aims and Vision Statement. It was suggested that initially, staff could populate their ideas and then for parents and Governors to add to this. The school will also review comments received from the 'Family Man' day.

11. SAFEGUARDING

Governors were presented with the following documentation.

1. Safeguarding Statement: Addendum to Behaviour Policy
2. Providing a structured response to students with SEMH (Social, emotional and mental health difficulties).

Kate Williamson, current Safeguarding Link Governor, has resigned from the Governing Body; Kate's position will need to be filled in September. In the interim, the Chair will assume the post of Safeguarding Link Governor.

Referring to the documentation presented to Governors, the Deputy Headteacher said this shows the amount of work (some of which was previously managed by Early Help) that schools are now having to undertake in respect of safeguarding.

The Deputy Headteacher said at the first INSET in September, safeguarding will be a key focus. A Consultant from the Local Authority will facilitate this training and Governors are encouraged to attend. There is a new version of the document 'Keeping children safe in education' and this will be presented to Governors in the autumn term.

The Chair referred to the changes regarding Enhanced DBS checks for all Governors with effect from September and that for the two newly appointed Governors, this DBS check must be made within 21 days of appointment.

ACTION: Governors to send the school Office Manager, details of any enhanced DBS check, currently held.

12. GOVERNORS' TRAINING

A Governors' skills and training audit will be completed in September.

13. SCHEDULE OF MEETING DATES

The Headteacher presented Governors with a list of meeting dates for the next academic year.

Completed Clerk's action: The Clerk has submitted the list to Governor Services.

The next meeting will take place on Thursday 22 September 2016 at 7 p.m. at the school.

Agenda items:

1. To receive and to agree the confidential minutes of the Governing Body meeting held on 9 June 2016.

2. School Aims and Vision Statement

14. ANY OTHER BUSINESS

The Chair referred to the 'Open school', taking place on 14 July, as noted above and suggested, it would be beneficial for Governors, where possible, to attend.

The Headteacher said a member of staff had raised a question regarding staff discount for daycare provision. This is not currently offered to staff but staff presently, are only required to pay for the number of hours their child attends daycare; this is in effect, a discount.

Q. How many staff does this apply to?

A. There are two members of staff who would want to use this provision once their children are old enough to access daycare.

Governors **agreed** they are supportive of this proposal but would want to find out more about the tax implication to staff.

ACTION: The school to report back to Governors.

The Chair spoke about Kate Williamson, unable to attend this evening's meeting. Kate has been a Governor at Chapel End for a considerable length of time. She is a former Chair of Governors and more recently has provided a very effective role as a Link Governor for safeguarding. Kate has proven an invaluable member of the Governing Body and on behalf of the Governing Body, the Chair extended his best wishes to Kate.

It is hoped that Kate, alongside Terry and Claire, will attend the Governing Body social event, planned for next Thursday.

A Parent Governor referred to an issue with the logs left under the trees; the Governor had raised this with the Headteacher and Karen Wishart who had subsequently conducted a health & safety walkabout in the Early Years outdoor area and spoken to key staff. A Staff Governor said this has been discussed and children have been stopped from hanging upside down from the trees. The Headteacher said children play with the logs underneath the trees and for this reason, we do not want to remove them.

Q. Is this an area where children are unsupervised?

A. No. The Headteacher said, since receiving the communication in respect of this from the Parent Governor, she had not witnessed any children hanging upside down from the trees. The Staff Governor reiterated this, saying he works in the Early Years outdoor area every day and has not seen any incidence of this. He suggested however, this could be re-iterated to the children.

Confidential item: This is discussed under confidential items. All Governors remained present.

The Chair wished to thank the Headteacher and Deputy Headteacher for the work currently being undertaken and the planning for the new academic year. The Chair also extended his thanks to Governors.

The meeting ended at 9 p.m.

Signed.....

Date.....