

**MINUTES OF THE MEETING OF THE  
THE CHAPEL END INFANT SCHOOL GOVERNING BODY  
HELD ON THURSDAY 22 OCTOBER, 2015  
AT 7PM  
AT THE SCHOOL**

**PRESENT:** Mr. Alistair MacLellan (Chair - Local Authority Governor)

**Co-Opted Governors:**

Mrs. Ludi Capelan  
Ms. Kate Williamson  
Mr. Craig Leither (Staff Governor)

**Parent Governors:**

Mr. Grant Jacobsen  
Ms. Milena Lacheva

**Headteacher:**

Ms. Theresa Martin

**Associate Member:**

Mr. Terry Toomey

**Also Present:** Mrs. Debra Noakes (Observer – Deputy Headteacher)

**Clerk to Governors:** Mrs. Pauline Dorney

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 All Governors were welcomed to the Meeting.
- 1.2 Apologies for Absence were received from Mrs. Claire Jane Fear and accepted.
- 1.3 There were no apologies for absence not accepted.
- 1.4 The Meeting was quorate.
- 1.5 The following items were agreed to be discussed under Any Other Business:
  - a) Governors' Briefing Update
  - b) Safeguarding (Standing Item)
- 1.6 It was agreed to discuss one confidential item which would be reported separately.

**2. DECLARATION OF INTEREST**

- 2.1 Nothing to report.
- 2.2 It was noted that all Governors had completed their Pecuniary Interest Forms.

**3. APPOINTMENT OF OFFICERS**

- 3.1 Election of Chair for the academic year 2015/16
  - 3.1.1 The Clerk invited nominations from Governors for the role of Chair and Mr. Terry Toomey nominated Mr. Alistair MacLellan and this was seconded by Mr. Grant Jacobsen.  
**The full Governing Body unanimously agreed to elect Mr. Alistair MacLellan as Chair of the Governing Body for the academic year 2015/16.**

- 3.2 Election of Vice Chair for the academic year 2015/16  
3.2.1 Governors had previously agreed that Mr. Grant Jacobsen would be Vice Chair of the Governing Body during the academic year 2015/16 at the last Meeting. (Please see item 3.2.1 of those Minutes)

#### 4. **MINUTES**

- 4.1 The Minutes of the Meeting held on the 24 September 2015 were agreed by Governors and signed by the Chair accordingly.
- 4.2 Matters arising:
- 4.2.1 Item 4.1 – Governing Body  
The Headteacher confirmed that a Parent Governor election would take place during week commencing 2 November 2015.  
**ACTION: Headteacher to make arrangements during week commencing 2 November 2015 for a Parent Governor Election.**
- 4.2.2 Item 5.2.1 – Emergency Response Plan  
The Headteacher informed Governors that she had attended the Local Authority Services Fair. Arrangements have been made to meet with their Representative to assess risks and obtain advice on how the School can manage this issue.
- 4.2.3 Item 6.1  
Mr. Terry Toomey advised Governors that he had been involved in the Headteacher's Performance Management Review. It was agreed that Kate Williamson, Terry Toomey and Loraine Manford (School's Effectiveness Advisor) would be on the Panel that would consider the final review. A mutually convenient date would be arranged as soon as possible that would take into account the 31 December 2015 deadline.  
**ACTION: Terry Toomey to arrange Panel date outside of the meeting.**
- 4.2.4 Item 7 – Curriculum Overview  
Not completed.  
**ACTION: The Headteacher agreed to email the changes to the Curriculum Plan accordingly.**
- 4.2.5 Item 7.2.2 - Attendance  
It was reported that last year there were higher levels of absence in Reception than in KS1. The Chair asked if this was still the case. The Deputy Headteacher explained that we would look at attendance figures at the end of the half term. She confirmed that two children in Reception were presently being monitored.
- 4.2.6 Item 7.2.3 – Teaching and Learning  
The Learning Walks have proved very positive whereby consistency and structured teaching has been evident across the Year Groups. The Feedback from teachers has been very positive.
- 4.2.7 Item 7.2.5 - SEN  
It was noted that it may be possible that three SEN pupils will move although no confirmation has been received. The Deputy Headteacher has met with the Educational Psychologist from Enfield and two pupils may be staying until the end of the year and the other will be entering the Junior School.
- 4.2.8 Item 7.2.6 - Premises  
The 'Awards for All' bid has not been completed due to the heavy workload recently in carrying out Staff Appraisals. The bid preparation work will be looked at after half term.

4.2.9 Item 15.10 – Freedom of Information Act

The Headteacher advised Governors that the Publication Scheme relating to the Freedom of Information Act was still needed.

**ACTION: Headteacher will email this to Governors when completed**

4.2.10 Item 15.13 – Disciplinary Absence from Work and Sickness Policies

Governors were informed that the updated Model Policies from the Local Authority were on the 'hub'. It was noted that only half of the Governors had signed up for hub facilities. Governors were made aware that this was available to them.

**5. FEEDBACK FROM INFORMAL GB MEETING ON 8 OCTOBER 2015**

- 5.1 A note of the Informal Meeting of Governors of Chapel End Infants School and Early Years Centre on 8 October 2015 as tabled.
- 5.2 Governors discussed the National and Local Education context in light of the forthcoming Education and Adoption Bill, which, had implications for the academisation of schools that were defined as either failing or 'coasting'.
- 5.3 Governors noted that Chapel End was currently rated "Good" by Ofsted (2011) and was due for another Ofsted Inspection very shortly, and that inspection was expected to deliver a similar 'Good' rating. In that context, it was unlikely that either the Local Authority or the Department of Education would have grounds to academies Chapel End against the wishes of the Governing Body.
- 5.4 Governors had discussed at the informal meeting whether the Governing Body should consider applying to the DfE to have Chapel End Infants School turned into an Academy. It was noted that the DfE tended to discourage single-academy sponsor applications due to their lack of economy of scale compared with multi-academy trusts, and therefore any application would likely have to involve an existing Multi-Academy Trust. This would logically involve an approach to the neighbouring Reach2-sponsored Chapel End Junior Academy.
- 5.5 Governors noted that, arguably, this would involve giving up a degree of control over Chapel End Infants School. The Governing Body would presumably be absorbed in some way into the Reach2 MAT., and function as a Local Governing Body reporting to an overarching governing body; and more importantly<sup>7</sup> the existing Headteacher and Deputy Headteacher would arguably report to an Executive Headteacher appointed by Reach2. Whilst there were potential benefits in economy of scale and staff training in an academy arrangement, decisions affecting Chapel End Infants School would be made within a MAT context covering a wide area of the UK that did not necessarily reflect the local concerns and needs of the community that Chapel End Infants School currently served.
- 5.6 Moreover, in a national context, Governors noted that many first generation academies faced long term funding issues that were only just becoming apparent. One Governor noted that Reach2 had undergone a rapid expansion from 2 to 27 academies in the past two years, and so Governors would have to be absolutely confident in the sustainability of the Reach 2 academy chain before any potential merger was considered.

- 5.7 Overall, those present were of the opinion that conversion to an Academy was currently not in the best interests of Chapel End Infants' School. Nevertheless it was acknowledged that there was some virtue in adopting a collaborative approach, where possible, with other maintained Infant and Primary Schools within Waltham Forest. The Headteacher said that there would be an area partnership meeting later this term when this idea would be discussed more fully. The Chair noted that the Headteacher should involve Governors in any collaborative proposals that she pursued.
- 5.8 Those present noted also that there was an opportunity for Chapel End Infants School to define itself as a School that made a unique contribution to its local community. For example, there was potential to develop as a 'Forest School' making full use of its outdoor space. The Deputy Headteacher noted that there was scope to define this opportunity within a three year strategic plan.

Thanks were conveyed to Mr. Alistair MacLellan for the note of the informal meeting.

- 5.9 The Headteacher informed Governors that senior leaders have worked on the School Development Plan. This will be sent to Governors for their views and contributions.

## **6. STAFFING STRUCTURE AND SALARY RECOMMENDATIONS**

- 6.1 The Headteacher circulated a Staffing Structure Plan to all Governors. Governors perused this Plan and the Headteacher clarified the staff performance management procedures, Teaching and Learning Responsibility Posts (TLR), how the Administration will be arranged in the future and the issue of sharing the Site Services Officer with Chapel End Junior School. In response to a request the Headteacher agreed to produce a formal staffing structure organogram.
- 6.2 There were no salary recommendations reported. This would be discussed by the Pay Committee on the 12 November 2015. Under the staffing structure there were salary issues to discuss. The Chair mentioned the issue of Fairer Funding as discussed at the recent Governors' Briefing and the affects this has on school staff.
- ACTION: Chair to write letter to Waltham Forest Cabinet Member accordingly.**
- ACTION: Headteacher to arrange for formal staffing structure organogram to be produced.**

- 6.3 The following Members of the Pay Committee were agreed:-

Mr. Grant Jacobsen  
Mrs. Ludi Capelan  
Ms. Kate Williamson

**ACTION: Pay Committee Meeting was scheduled for 12 November 2015**

## **7. CONSIDER IMPACT OF GB DECISIONS ON SPENDING**

- 7.1 This item was deferred until a future meeting.

## **8. MID-YEAR MONITORING BUDGET REPORT INCLUDING PUPIL PREMIUM**

8.1 Governors were referred to the Budget Monitoring to Month 6 and it was noted that there are no major issues and everything was on track. The following points were highlighted:-

- Income structure was complicated and this was clarified accordingly.
- Expenditure was shown and there were a couple of areas where the budget was being overspent for a variety of different reasons..
- Teachers' Pay is on track although it was noted that when the budget was prepared the school budgeted for anticipated moves up the Pay Scale for eligible teachers. The 1%/2% Pay Awards were not budgeted for. This amounts to approximately £6,500 for Teachers' Salaries.
- The under spend on Teachers' Pay was due to a resignation from a teacher and a replacement was not recruited – hence the over spend on the Agency Supply Budget.
- There is a predicted under spend of £11,438 which is not a huge cushion financially for the School.
- There have been issues with income for the 2 year old places and this is not as great as the school had hoped and financial viability of the day care aspect of that provision will need to be carefully reviewed. The School Business Manager and Headteacher clarified accordingly. It would be necessary to discuss the day care issue when determining the three year plan. This would have an impact on staffing and a consultation would be necessary if the situation is changed.
- One option to secure savings would be to phase out the day care facility over time as the School was reluctant to take away the present provision. It was considered important to work with the Local Authority's Early Years' Team as they understand the business aspect of this and they can work with the school to assign parents to other provisions.
- Concern was expressed relating to the reduced funding from the Local Authority that Schools face each year.
- There will be an impact on the Budget from April 2016 with regard to the changes in government regulations in the National Insurance and Pension contributions for both employers and employees. It is estimated that this would be in the region of £25,000 which will have a large impact on the School's Budget.
- It was agreed that this would be discussed when the December Budget Monitoring has been presented to Governors which would give a clearer picture of the School's financial status.
- The Breakfast and Tea Time Clubs have been very successful with increasing number of pupils attending. This has resulted in appointing one extra member of staff to assist in the running of the clubs. The School has recently extended the time for breakfast club following consultation with parents.
- The Office Manager informed Governors that the Budget will be monitored very closely over the coming months. Budget documents will be sent to Governors on a monthly basis and comments/suggestions were invited from Governors in the meantime.

- It was noted that some match funding from the Local Authority was not accounted for in the way the Local Authority wanted it shown so the Budget Report originally submitted did not show the match funding received as Capital Funding. This would be corrected and resubmitted.

Thanks were conveyed to the Office Manager for her financial reporting.

## **9. GOVERNOR SKILLS ANALYSIS/GOVERNOR DEVELOPMENT (TRAINING) PLAN**

9.1 Governors stated that this document had only just been received and some had completed it and sent it back to Governor Services.

9.2 It was noted that the Training Governor would use the completed Governor Skills Analysis to prompt individual training and to identify the lack of skills and training within the full Governing Body. Targeted training had previously taken place at the School. Governors noted that when filling vacancies on the Governing Body it would be beneficial to recruit a Governor with a background in finance or accounting.

**ACTION: Training Link Governor to be appointed to replace Mr. Terry Toomey.**

**ACTION: Governors to identify potential candidates with Finance Skills outside of the meeting.**

9.3 Governors had attended the following Training since the September 2015 meeting:-

- The Chair had attended the Autumn Term Governors' Briefing including a Finance Workshop on the 20 October 2015 as per his report.
- Mr. Grant Jacobsen had attended Fire Marshall training.
- Early Years Training had also been booked for two Governors.

## **10. UPDATE ON TERM DATES AND AGREEMENT OF 2015-2016 INSET DATES**

10.1 The School Calendar for 2015/16 was circulated for Governors' perusal.  
**The full Governing Body noted, agreed and ratified the School Calendar including Inset Days for 2015/16.**

## **11. SCHEDULE OF MEETING DATES:**

11.1	Full Governing Body Meeting	Thursday 26 November 2015	4pm
	Full Governing Body Meeting	Thursday 14 January 2016	7pm
	Full Governing Body Meeting	Thursday 11 February 2016	7pm
	Full Governing Body Meeting	Thursday 10 March 2016	7pm
	Full Governing Body Meeting	Thursday 5 May 2016	7pm
	Full Governing Body Meeting	Thursday 9 June 2016	7pm
	Full Governing Body Meeting	Thursday 7 July 2016	7pm

## **12. ANY OTHER BUSINESS**

12.1 The Chair reported that he had attended the Autumn Term Governors' Briefing and circulated a note of the Briefing as follows:-

12.1.1 Cllr Mark Rusling (Cabinet Member for Children and Young People) welcomed attendees and made three key points:-

- Summer 2015 school results were good. He was particularly pleased that Waltham Forest was the fifth best Local Authority in the UK in terms of the gap between children on free school meals and those who were not. Whilst secondary results were mixed, he was proud of primary results.
- School Effectiveness Advisors had replaced School Improvement Partners.
- The council was lobbying London Mayoral candidates, shadow Education Secretary and Sam Gymiah (Parliamentary Under Secretary, Department for Education) to secure fairer funding for Waltham Forest Schools.

12.1.2 Rosalind Turner (Interim Director of School Standards – Education Improvement) then addressed attendees and made the following points:-

- She reiterated the fact that most schools now have a School Effectiveness Advisor who would be making termly visits to review progress and offer support where appropriate. A schedule of visits had been shared with Headteachers and Chairs of Governors.
- She outlined what success would look like in terms of the Waltham Forest Education Strategy. In a primary context this would involve building of good foundations from Early Years Education; a clear, wide offer in Primary Schools that went beyond educational attainment; 'good' schools being helped to become 'outstanding'; collaboration between schools becoming the norm; children being resilient and benefiting from high level of wellbeing.
- She highlighted that the Education and Adoption bill would have implications for schools as it would introduce higher 'floor targets' judged on a three year cycle (and thus arguably more demanding than Ofsted).

12.1.3 Lindsay Jackson (Education Business Consultant) briefed attendees on three topics:-

- The Hub was the council website that sought to provide Governors and education professionals with all the information they required to perform their respective roles. She noted that only 50% of Chairs and Governors were registered and that overall more governors should be making use of this online resource.
- The Deregulation Bill 2015 that was currently going through Parliament had been amended so that Local Authorities would remain responsible for setting term dates (the Bill originally proposed that schools would be given this power).
- The introduction of the Small Business, Enterprise and Employment Act 2015 meant that schools offering 2 year old provision no longer had to use a separate Early Years Number.

12.1.4 Mr. Gerry Kemble (Head of Waltham Forest Traded Services) noted that Waltham Forest Traded Services had been established to improve the service available to schools. This service was available online via the Hub and provided schools (and governing bodies) with a 'shopping list' of services ranging from Governor Services, to HR Consultancy, to Music Services and Health and Safety. Purchasing decisions by Governing Bodies would need to be made by Spring 2016 at the latest.

12.1.5 Pierre Rossou briefed attendees on the importance of each school being in possession of a robust, up to date business continuity plan that was tailored to

the specific local circumstances of the school. He encouraged school management to contact him to discuss their plans.

- 12.1.6 Raina Turner briefed attendees on the standard finance reporting cycle, namely the Headteacher submitting a quarterly report to the School Accountancy and Finance Team, which, in turn, submitted the report (with Red, Amber, Green analysis) to the School Improvement Group. One issue with this approach was that the School Improvement Group was often reviewing finance reports that were out of date, which underlined the importance of Governing Bodies and their Finance Link Governors being thorough in reviewing and signing off school finances. She outlined a suggested reporting cycle for Governing Bodies of a Budget Monitoring Report (half termly) a staff absence report (annual) twelve month cash flow report (every six months) and a Debtor/Creditor Report (every six months). There was then a brief Budget Monitoring Workshop.

Thanks were conveyed to the Chair for attending the Governors' Briefing and for providing a comprehensive Report.

**ACTION: Chair to write a letter of support to Cllr Mark Rusling relating to the Fairer Funding issue.**

- 12.2 Confidential Item – reported separately.
- 12.3 Safeguarding Policy  
It was noted that the Safeguarding Policy requires updating. Unfortunately the Waltham Forest Model Policy is not currently on the hub. The School is currently compliant and the current Appendices have been placed on the School's Website.
- 12.4 Governors were informed about the Guidance for Safer Working Practice for those Working with Children and Young People in Education Settings which was considered a useful document. This will be shared with staff for their information.
- 12.5 Governors were informed that a Leaflet had been sent to Parents relating to the PREVENT Strategy and this was circulated to Governors for their information. It was considered a useful leaflet which had been communicated to parents.
- 12.6 It was noted that one member of staff is going on her designated Lead Safeguarding Training tomorrow so she will be up to date on her two year cycle. Terry Toomey and Debra Noakes had been booked on their Safeguarding Training as well.
- 12.7 Staff undertook school training on the 29 September 2015 on Female Genital Mutilation (FGM) and Waltham Forest Council had provided an amazing Speaker to carry out this training.
- 12.8 The Code of Conduct was circulated to Governors for completion.

The Chair thanked everyone for attending the Meeting.

The Meeting closed at 8.45pm.

Signed: ..... Dated: .....