

**MINUTES OF THE MEETING OF THE  
THE CHAPEL END INFANT SCHOOL GOVERNING BODY  
HELD ON THURSDAY 24 SEPTEMBER 2015  
AT 7PM  
AT THE SCHOOL**

**PRESENT:** Mr. Terry Toomey (Chair - Co-Opted Governor)

**Co-Opted Governors:**

Mrs. Ludi Capelan

**Parent Governors:**

Mrs. Claire Jane Fear

Mr. Grant Jacobsen

**Staff Governors:**

Mrs. Antoinette Strydom

**Headteacher:**

Ms. Theresa Martin

**Also Present:** Mrs. Debra Noakes (Observer – Deputy Headteacher)  
Mr. Craig Leither (Prospective Co-opted Staff Governor)  
Mr. Alistair MacLellan (Prospective Local Authority Governor)

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

The Chair welcomed everyone to the Meeting this evening especially Mr. Craig Leither and Mr. Alistair MacLellan – prospective Co-opted and Local Authority Governors.

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 Governors introduced themselves to the new prospective Governors, Mr. Craig Leither and Mr. Alistair MacLellan. Prospective Governors also introduced themselves accordingly.
- 1.2 Apologies for Absence were received from Ms. Kate Williamson, Ms. Milena Lacheva and accepted.
- 1.3 There were no apologies for absence not accepted.
- 1.4 The Meeting was quorate.

**2. DECLARATION OF INTEREST**

- 2.1 Mrs. Claire Fear reported that her husband is a paid staff member in the Nursery School.
- 2.2 Pecuniary Interest Forms were circulated and Governors completed these accordingly. The Clerk collected these Forms and forwarded them to Governor Services for their action.

**3. APPOINTMENT OF OFFICERS**

- 3.1 Election of Chair for the academic year 2015/16
  - 3.1.1 Mr. Terry Toomey advised Governors that he would not be in a position to undertake the role of Chair of the Governing Body as he would be moving to

Cheshire. However, he could act as Chair for an interim period (possibly until the end of October, 2015).

- 3.1.2 The Clerk did not receive nominations for Chair at the Meeting. Mr. Terry Toomey explained that there was an option to invite an outside Governor who may be prepared to act as Chair. The third option would be to ask the Local Authority to appoint a Chair for the Governing Body. Although this may not be necessary.

**Agenda item**

- 3.2 Election of Vice Chair for the academic year 2015/16  
3.2.1 Mr. Terry Toomey proposed that Mr. Grant Jacobsen be elected Vice Chair of the Governing Body and this was seconded by Mrs. Ludi Capelan.

**The full Governing Body agreed to elect Mr. Grant Jacobsen as Vice Chair of the Governing Body for the academic year 2015/16.**

**4. GOVERNING BODY**

- 4.1 The Clerk confirmed membership of the Governing Body. There were no terms of office due to expire in the Spring Term 2015. After taking into account the appointment of the Local Authority and Co-Opted Governors in Items 4.2 and 4.3 there would be one Parent Governor Vacancy.

**ACTION: Headteacher to arrange a Parent Governor Election**

- 4.2 Appointment of one Local Authority Governor

- 4.2.1 **The full Governing Body agreed to appoint Mr. Alistair McLellan as Local Authority Governor to the Governing Body.**

**ACTION: Governor Services to note**

- 4.3 Appointment of one Co-Opted Governor

- 4.3.1 **The full Governing Body agreed to appoint Mr. Craig Leither as a Co-opted Staff Governor to the Governing Body.**

**ACTION: Governor Services to note**

- 4.4 Appointment of one Associate Governor

Mr. Terry Toomey agreed to be an Associate Governor for the remainder of the academic year 2015/16.

**The full Governing Body agreed to allow Mr. Terry Toomey to be an Associate Governor for the remainder of the academic year 2015/16.**

**ACTION: Governor Services to note**

- 4.4 It was noted that self declaration forms had been completed by all Governors.

**5. MINUTES**

- 5.1 The Minutes of the Meeting held on the 2<sup>nd</sup> July, 2015 were agreed and signed by the Acting Chair accordingly.

- 5.2 Matters arising:

- 5.2.1 Item 3.2.2

It was confirmed that the School does have an Emergency Response Plan but needs to be updated and work is in progress on this document.

**Agenda item**

## **6. CHAIR'S ACTION**

- 6.1 The Acting Chair advised Governors that he had been involved in the Headteacher's Performance Management Review. The Acting Chair agreed to issue his report which will be passed on to the final review. It was agreed that Kate Williamson, one other Governor (TBC) and the SIP will attend.

**ACTION: Acting Chair**

## **7. CURRICULUM OVERVIEW/CURRICULUM PLAN**

- 7.1 It was noted that the Curriculum Overview and Curriculum Plan had been completed last year and is as it stands. Governors were informed that the School had bought in some new creative curriculum resources and some topics may change. Governors will be informed should there be any changes.

**ACTION: Headteacher to email Governors.**

- 7.2 The Headteacher circulated her Report to Governors for their perusal. The following points were highlighted:-

### 7.2.1 Overview

The new school year has started well with pupils settling quickly into their new classes. There are some vacancies which should be filled by Pupil Admissions accordingly. Nursery children are still being admitted so final numbers cannot be reported.

### 7.2.2 Attendance

Attendance in the summer term was at 94.9%, lower than it has been for some time, largely due to high levels of absence in Reception. There was an emphasis on the importance of good attendance at the new Reception parent meetings in the summer term and the School is also starting to follow the attendance procedures in Willow and Nursery to establish good habits from the beginning.

### 7.2.3 Teaching and Learning

Teachers have started to use the Abacus Maths Scheme and feedback so far has been positive. Learning walks to see how it is looking in the classrooms will take place in October 2015.

### 7.2.4 Staffing

The School is fully staffed at the present time. A Literacy Lead has been advertised for in the summer term but the School was unable to recruit. It is hoped to recruit for this post in January 2016. All staff are working well and Agency Staff are also being used to support children with statements of SEN.

### 7.2.5 SEN

The School is currently in a situation where a number of statemented pupils have been moved out of the Borough and this complicates the work that has to be done with other agencies and also the funding. There are three pupils likely to move and this will have a significant impact on the Budget. This is the reason that agency staff are being used to support these children.

Question:

Can you please explain why if all three SEN children leave the school how this impacts on the budget and given the impact on the budget why do we use Agency Staff to support them?

Answer:

Each child who has a statement has a pot of money attached to them and if those children move, the School will lose that funding and the Agency Staff will be terminated. Further clarification was given by the Deputy Headteacher.

7.2.6 Premises

The Site Staff worked very hard throughout the summer break painting large areas of both the school and the Early Years Centre and everything is looking brighter and cleaner. Some match funding work was also carried out to skylights adjacent to the courtyard.

Keeping both buildings well maintained and looking good is a continuing challenge as the budget does not stretch to covering everything that the School would like to be done. Areas have been identified for refurbishment for the next round of match funding bids and the school is doing what it can with existing funds to improve identified areas. It would be useful to explore alternative sources of funding to supplement the budget so that we can carry out enhancement works as well as essential maintenance.

Question:

You cannot do all you would like to do and exploration of alternative sources of funding – what alternatives are there?

Answer:

We do not know at the present time. The School must try to obtain extra funding. The School gets very little, in terms of Capital - £8,000 and there are outstanding repairs to the playground and doors that would use up this £8,000. The Capital Funding is also supposed to fund the School's ICT Infrastructure which will need quite a big spend because the servers need replacing.

The Headteacher informed Governors that the School would be preparing an "Awards for All" bid for playground improvements in the Early Years Centre and School.

**8. CURRICULUM PRESENTATION PROGRAMME**

8.1 Governors were asked how they required this item to be managed. They were given the choice of written Reports or Subject Leaders being invited to attend Governing Body Meetings to provide a presentation on their subjects.

8.2 Governors felt that detailed written Reports were sufficient for Governors to be made aware of updated information in the curriculum areas.

**9. SKILLS ANALYSIS**

9.1 The Acting Chair reminded Governors to complete their Skills Analysis and sent in to Governor Services by the 9 October 2015.

**ACTION: Governing Body**

**10. GOVERNING BODY CODE OF CONDUCT**

10.1 The Headteacher advised Governors that the copy of the School's draft Code of Conduct would be prepared on the School's Headed Paper and distributed to Governors at the next meeting for completion.

**Agenda item**

## **11. GOVERNING BODY ANNUAL CYCLE**

11.1 The Governing Body Annual Cycle had been circulated to Governors for their perusal.

**The full Governing Body noted, agreed and ratified the Governing Body Annual Cycle.**

## **12. GOVERNORS' TRAINING**

12.1 Governors were encouraged to attend Training Courses and the training booklet had been referred to.

12.2 It was noted that Ms. Ludi Capelan had booked to attend the Health and Safety training.

12.3 It was noted that Mrs. Kate Williamson had booked to attend the Safeguarding training.

12.3 Governors were reminded of the Governors' Briefing dates to be held on Tuesday, 20 October 2015 at the Town Hall, (Council Chambers), Forest Road, London E17 4JF at 6.30pm to 8pm (refreshments from 6pm) as follows:-

**ACTION:** Ms. Debra Noakes and Mr. Alistair McLellan agreed to attend.

## **13. GOVERNING BODY COMMITTEES**

13.1 The Governing Body does not have a committee structure but it was agreed to include all Governors in Committee Meetings.

13.2 Governor Discipline, Staff Discipline, Grievance and Dismissal Appeals and Pupil Exclusions Panels would consist of three governors which would be drawn from a pool of Governors as and when a Panel is required.

### 13.2 Link Governors

The following Link Governors were agreed by the full Governing Body:-

Training:	TBA
Safeguarding/Looked After Children:	Kate Williamson
Curriculum:	TBA
Health and Safety:	Ludi Capelan
School Website:	Claire Fear
Finance:	Grant Jacobsen

## **14. LINK GOVERNOR VISITS PROGRAMME**

14.1 It was noted that previously not much has been completed in this area. The idea of one meeting per term during the school day will give Governors the opportunity to carry out a Link Governor Visit. The next Meeting is scheduled for the 26 November 2015 at 4pm.

## **15. SCHOOL POLICIES**

### 15.1 Governors to update the Policy Review Cycle

15.1.1 It was noted that the Policy Review Cycle is in order.

### 15.2 School Complaints Policy

15.2.1 There was no specific mention of Ofsted within this Policy. An extra bullet point under 'General Principles' was inserted with the following inserted:-

"In some cases it will be necessary to contact Ofsted" and the contact numbers inserted.

**Agenda item**

15.3 Schools DBS Policy

15.3.1 **The full Governing Body ratified the Schools' DBS Policy**

15.4 Model Pay Policy

15.4.1 It was noted that a copy of the draft Policy had been sent to Governors for their perusal. The Pay Scales had been amended.

**The full Governing Body agreed and ratified the Model Pay Policy**

15.5 SEN

15.5.1 It was noted that this had previously been reviewed and agreed by the Governing Body in the summer term.

**The full Governing Body agreed and ratified the SEN Policy at meeting on 11 June 2015**

15.6 Health and Safety

15.6.1 The Health and Safety Policy is reviewed on a yearly basis and this Policy will be reviewed in October 2015.

15.7 Safeguarding Policy

15.7.1 The Safeguarding Policy is due for review this month. The Local Authority is currently updating the Model Safeguarding Policy which the School uses which is not available at the present time.

**Agenda item**

15.7.2 It was noted that the relevant staff have attended the Safeguarding Training accordingly.

15.8 Lettings/Charging Policy

15.8.1 **This policy is in place and not due for review until March 2016.**

15.9 Appraisal Policy (Teachers)

15.9.1 **The full Governing Body agreed and ratified the Appraisal Policy for Teachers at meeting on 11 June 2015.**

15.10 Freedom of the Information Act

15.10.1 The Headteacher reported that the School currently has a Statement but requires a Publication Notice. It was noted that should the School receive a Freedom of the Information Act request it is forwarded to the Local Authority for advice.

**ACTION: Ms. Ludi Capelan to obtain further information.**

15.11 Mobile Phone Policy

15.11.1 This draft Policy had been sent to Governors for their perusal. It was noted that staff had been consulted and it was requested to include that parents do not use their mobile phones within the School or Early Years Centre. The Headteacher informed Governors that parents do use their mobile phones to take photographs during school assemblies. However, Governors were informed that parents are reminded that all photographs taken are for their own personal use only and not to be used on social networking sites which has been included within this Policy.

**The full Governing Body agreed and ratified the Mobile Phone Policy.**

15.12 Behaviour Policy

15.12.1 There were some aspects of this Policy that are dealt with differently in the Early Years. A section has been included on how the School manages behaviour in

Early Years.

**The full Governing Body agreed and ratified the amended Behaviour Policy.**

15.13 Disciplinary Absence from Work and Sickness Policies

15.13.1 It was noted that the Local Authority were still updating the above Policies and were in consultation with Unions, etc.

**Agenda item**

15.4 SEF Report

15.4.1 The Headteacher referred to the SEF document recently sent to Governors. comments and questions were invited from Governors.

The Acting Chair, with relation to the past parent surveys, stated that they showed that 95% of parents believed their child feels safe at this School. Yet the 2015 figures says 97%! The analysis of the Parents' Survey had been really positive. If the School wants to use the Parents' Surveys as evidence in terms of teaching, 100% said that their child is taught very well at this School. These comments are worth feeding back to all staff.

The Headteacher advised Governors that the SEF and Monitoring Schedule had been sent. Extra copies were offered to Governors.

**16. SCHEDULE OF MEETING DATES:**

16.1	Full Governing Body Meeting	Thursday 22 October 2015	7pm
	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

**17. ANY OTHER BUSINESS**

17.1 The Acting Chair advised Governors that it would be necessary to have a discussion on items like becoming an academy or joining with Chapel End Junior School. This should be discussed and decisions noted accordingly.

17.2 The Headteacher advised Governors that there had been discussions amongst staff about School Improvement and the Strategic Direction of the School and it was thought that it would be good to hold an extra meeting with Governors to have that discussion, etc.

17.3 The Acting Chair advised the new Governors that Chapel End Infants School was one of two Infant Schools left in the Borough. Waltham Forest, some time ago, decided that all-through primary schools are a good idea so they have had the policy by which if a Headteacher leaves they would consult to amalgamate the two schools. Chapel End Infants School had been through this situation some time ago. The Local Authority, following consultation, came to a decision not to amalgamate with Chapel End Junior School. There were many reasons behind this decision. The Local Authority advised that the Infant School and the Junior School should aim to work closely together.

Now that Chapel End Junior School has become an Academy with many schools in the Trust, an amalgamation would be more complex.

17.4 A leaving gift was presented to Mr. Terry Toomey and thanks were conveyed, on behalf of the Governing Body for all his help and support during his term of office.

Mr. Terry Toomey informed Governors that he had thoroughly enjoyed his time as Chair of Governors with the occasional challenging meetings and the Governing Body is very strong.

The Chair thanked everyone for attending the Meeting.

The Meeting closed at 9.15pm.

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