

**MINUTES OF THE MEETING OF THE  
CHAPEL END INFANT SCHOOL GOVERNING BODY  
HELD ON THURSDAY, 2 MARCH 2017  
AT 7 PM  
AT THE SCHOOL**

Present: Mr. Alistair MacLellan (Chair) (Local Authority Governor)

**Co-Opted Governors:**

Mrs. Ludi Capelan  
Mr. Zen Jelenje  
Mr. Craig Leither  
Ms. Janet McPartland

**Staff Governor:**

Mrs. Antionette Strydom

**Headteacher:**

Ms. Theresa Martin

Clerk to the Governors: Mrs. Pauline Dorney

Also present: Mrs. Debra Noakes (Deputy Headteacher)

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
6.2	School Sports Award Development	Headteacher	Next FGB
9.2	Contact Lindsay Jackson for further information on the Apprenticeship Levy	Headteacher	Next FGB

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 Apologies for absence were received and accepted from Ms. Milena Lacheva, Mr Grant Jacobson and Ms Mel Sevinc
- 1.3 There were no apologies for absence not accepted.
- 1.4 The Clerk confirmed that the meeting was quorate with seven Governors present.
- 1.5 Notice of Any Other Business/Confidential items: One confidential item.

**2. DECLARATIONS OF INTEREST**

- 2.1 There was nothing to report.

**3. GOVERNING BODY**

- 3.1 It was noted that there were no applications to consider for the Co-Opted Governor vacancy at the present time. The Chair reported that he had perused the Inspiring Governors' Website but no local candidate with finance skills was available. This item would be kept open for the timebeing.
- 3.2 There were no disqualifications noted due to non attendance.
- 3.3 It was confirmed that all DBS checks had been completed by all Governors and details were held on file by Governor Services.

Chair of Governors  
Initials:

#### **4. MINUTES**

4.1 Governors received the minutes of the governing body meeting held on 19 January 2017 and agreed these to be an accurate record of the meeting. The Chair signed a copy of the Minutes and these were retained by the school.

#### **4.2 Matters arising:**

##### **4.2.1 Item 10.1.4**

The Chair emailed the Deputy Leader of the Local Authority twice regarding the problem of traffic around the School. As no reply had been received, the Chair then emailed the Leader on both traffic and the rates refund today and his caseworker replied with a response.

##### **4.2.2 Item 10**

It had been previously agreed that Pupil Conferences would be scheduled for this term – the Headteacher informed Governors that these had not commenced due to dealing with assessments.

##### **4.2.3 Item 11.3 – Whistleblowing Policy**

The Model Policy had not been received from the The Local Authority. This item was, therefore, deferred.

#### **Agenda item**

#### **5. CHAIR'S ACTION**

5.1 There was nothing to report.

#### **6. LINK GOVERNOR REPORTS**

6.1 The Chair thanked Janet McPartland for her recent visit on the 9 February 2017. Her Report was circulated to all Governors and was very positive. Janet McPartland advised Governors that this visit provided a good insight and identified the new initiatives which were developing well. The staff showed commitment.

6.2 The Chair advised Governors that there was a Presentation at the Governors' Briefing on Healthy Schools. Schools can work towards awards based on encouraging healthy lifestyles. The Leyton Orient School Sports sessions could contribute towards achieving The Healthy Schools Award. The Chair stated that he would be happy to work with the School on this issue.

#### **ACTION: Chair and HT to pursue**

6.3 The Headteacher informed Governors that the PE Sports Co-ordinator was looking into the Youth Sport Trust Award. Due to being an Infant School there were some aspects of this award that the School could not meet. However, the School had been informed that Chapel End Infants may be able to achieve a particular level.

6.4 The Headteacher noted Mr. Grant Jacobsen visited the School in his role as Safeguarding Link Governor to audit the school's Single Central Register. Copies of the Report were circulated to Governors.

#### **7. GOVERNORS' TRAINING**

7.1 It was noted that the School now has a weekly Newsletter in a new format which will be sent out to Parents on Friday, 3 March 2017.

7.2 The Chair advised Governors that the Schools' Skills Audit identified that Finance had been an area of development for all Governors. It was noted that a 90 minute Finance Training session had taken place for Governors earlier that evening.

**8. WHISTLEBLOWING POLICY**

8.1 This is based on the LBWF Model Policy which is in the consultation process with the Unions so it was agreed to defer this item.

**Agenda item**

**9. APPRENTICESHIP LEVY**

9.1 The Chair informed Governors that this item had been mentioned at the Governors' Briefing recently. The implications for Schools were not clear other than the scheme may be used with existing staff as a CPD opportunity. An information sheet was circulated to Governors for their consideration. Governors should consider whether to employ an apprentice or to offer apprenticeship training for existing staff.

9.2 The Headteacher advised Governors that she had attended a meeting where the Apprenticeship Levy was discussed. Schools will have to pay 0.5% of their gross salary bill as an Apprenticeship Levy. Not all Local Authorities were passing this on to their schools but London Borough of Waltham Forest was. For Chapel End Infants this will cost around £7,500-£8,000 per year. The Apprenticeship Allowance of £15,000 will go to the Local Authority so that they can fund the Apprenticeship Programme. There is a requirement for public bodies to have 2.3% of their workforce as apprentices across the Local Authority as a whole. The School will have to pay the Apprenticeship Levy plus the salary for the Apprentice. The minimum salary would be approximately £6,500 per year.

**ACTION: HT to contact Lindsay Jackson for further information.**

**10. SCHOOLS' FINANCIAL VALUE STANDARD (SFVS)**

10.1 An information document was circulated to Governors and the following points were highlighted:-

Item 4

Agreed to have Monthly Budgeting Reports

Item 15

It was noted that a new Condition Survey had been carried but no reports had been received to date. The Headteacher stated that this does have a degree of urgency because the Capital Match Funding Bid Programme is now open. Most of the items that were on the previous Condition Survey had been addressed. The Headteacher had contacted the Local Authority regarding the refurbishment of the toilets which will be funded by the Local Authority. It has been confirmed that if items have deteriorated significantly since the last Condition Survey the Local Authority may fund the refurbishment in full. A representative will be visiting the school to inspect them.

The Headteacher recommended that Governors peruse this document in the light of the Finance Training recently undertaken.

**Agenda item**

**11. POLICY REVIEW**

11.1 Charging Policy

**Question:**

When a parent is unable to pay for a school trip does the school still give the child a chance to go on the trip?

**Answer:**

Yes a child is guaranteed to go on a school trip.

**The Full Governing Body noted and ratified the Charging Policy.**

11.2 Assessment and Marking Policy

**Question:**

The Chair requested that the Curriculum Link Governor should conduct a book look with staff when possible as it will be necessary to look at books to monitor the feedback on marking process and practice.

**Answer:**

The Headteacher stated that a Link Governor Visit will be arranged accordingly.

It was noted that staff are undertaking regular book looks as part of the monitoring process.

**The Full Governing Body noted and ratified the Assessment and Marking Policy.**

11.3 Complaints Policy

The Chair visited the Website to find out how a parent would complain and this was not easy. There was no complaint form attached on the website. Likewise it states that if a complaint concerns a Chair of Governors then the complaint should be sent to the clerk but no address was given. The school will look at addressing these issues on the website.

The Headteacher stated that since the last meeting a review of this Policy was carried out and there were only two amendments.

**The Full Governing Body noted and ratified the Complaints Policy.**

11.4 Intimate Care Policy

The Chair raised the following questions:-

**Question:**

It was not particularly clear when it was acceptable for intimate care to be carried out by one staff member and in what circumstances? What steps do you take, as SLT, to inform staff awareness of intimate care relating to safeguarding.

**Answer:** In the 2 year old provision where nappy changing is part of normal routine, the expectation is that there would not necessarily be 2 members of staff present but that changing would be within sight/hearing of another member of staff. Information was shared with Teaching Staff last Tuesday and a separate update with Learning Support on 7 March 2017. Whenever we update any kind of safeguarding policies then this is shared with all the staff including MDA staff.

**Question:**

Are the staff in the After School Club DBS checked?

**Answer:**

Yes. It was noted that only members of staff who are familiar with the Intimate Care Policy were involved in intimate care for children.

**Question:**

How many staff is this?

**Answer:**

All staff members would be familiar with this. It would not include Volunteers and Supply Staff. There is a difference in terms of intimate care for those children with

additional needs. These children would have an individual support plan detailing arrangements for intimate care. At the present time there are no children within the school under this category.

**Question:**

What steps do you take if a child is unsettled/upset and how is this reported to the relevant member of safeguarding staff and parents. What do you do if you notice that a child has worrying marks or displays worrying behaviour whilst undergoing intimate care? What approach do you take when discussing this with parents?

**Answer:**

This can be very difficult and no one person ever makes this decision. Any concern would be reported to the SLT and Designated Safeguarding Lead and a discussion/review would take place accordingly. Records are kept of all concerns to refer to if concerns escalate.

**Question:**

Have staff ratios presented a problem when changing children?

**Answer:**

No – Nursery is OK. The times when it sometimes becomes an issue can be in Tea Time Club but support is available from School Staff should the need arise.

**The Full Governing Body ratified the Intimate Care Policy**

**12. MONTHLY BUDGET REPORTING**

12.1 This item was deferred.

**Agenda item**

**13. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

13.1 Full Governing Body Meeting 30 March 2017 at 7pm

13.2 Agenda items

SFVS

Monthly Budget Report 2017/18

Condition Survey

Whistleblowing Policy

**14. ANY OTHER BUSINESS**

**SHORT SELF EVALUATION FORM**

14.1 The short SEF document was circulated to Governors for their consideration and was considered to have a good, concise and informative format. The Chair asked the following questions:-

**Question:**

First Page under School Context

Penultimate bullet point – 46 children in receipt of SEN including two with EHC Plans.

Would it be useful to mention that four are outstanding.

**Answer:**

This information is in the full SEF. Governors should note that the assessment process for a further 2 EHC Plans has been started.

**Question:**

Personal Development Behaviour and Welfare

It mentions that incidents that may lead to bullying or racist behaviour are rare.

Does this mean that there have been instances of intolerance amongst pupils?

**Answer:**

It was noted that the School had one racist incident to log from 2016/17. The Headteacher clarified this item to Governors. There were no other observations to raise.

Thanks were conveyed to the Headteacher for this document.

**SCHOOL COUNCIL NEWSLETTER – MATTERS ARISING**

- 14.2 With regard to the School Council, the Chair referred to pupils' comments that the books were torn and old.

**Question:**

Does the school replace these on a regular basis?

**Answer:**

The Deputy Headteacher replied stating that the PTA raised funds to purchase Dazzle Boxes – the School bought extra books with the Book Fair Commission. It would be necessary to ensure that the books are nice to read and are attractive. It was recognised that a scrutiny of books needs to be undertaken to make sure that particularly old and tatty books are removed.

- 14.3 The Chair also stated that pupils mentioned that they felt squashed when they sat on the floor or at a desk.

**Question:** He asked if this was a reflection of there not being enough space to sit down as a group or was this a issue relating to class size?

**Answer:**

The Headteacher replied stating that it is a combination of those things and it does impact on behaviour and learning of the children when they were sat as a group. It was an aspect that all Governors needed to be aware of. It was also noted that classrooms had a great deal of storage which could possibly be cleared to create some extra space for the pupils.

**Action – HT to consider 'clear desk' classrooms and a declutter during holiday period.**

**WEEKLY NEWSLETTER – MATTERS ARISING**

- 14.4 **Question** The Chair asked if parents had been well informed of the new Parent Pay system. **Answer** It was noted that this system was already in use for some payments and had been successfully trialed for payments for clubs. Parental response has been positive and the system will be beneficial to both Parents and the School.
- 14.5 **Question** The Chair referred to Attendance and the fact that four Penalty Notices had been issued to Parents by the Local Authority. **Answer** It was noted that these referred to Infant pupils. No further analysis has been made at the present time and an update will be provided next term.
- 14.6 The Chair advised Governors that he had attended the Governors' Briefing and child obesity was mentioned. They also had a quick Presentation on pupils that are privately fostered. The Headteacher stated that the School are aware of this issue, key staff had attended training, and no Chapel End pupils were privately fostered at present.

**EDUCATION SUPPORT GRANTS**

- 14.7 It was noted that there is engagement with the Local Authority on the Education Support Grants. The Headteacher stated that a meeting was held recently. There is a transition arrangement in place whereby money allocated to schools which will be paid to enable the statutory duties of the Local Authority to be maintained until December 2017. All maintained Schools in WF have agreed to pay £18 per pupil to the Local Authority for this purpose.

**WORLD BOOK DAY AND LADIES' DAY**

- 14.8 The Headteacher stated the School participated in World Book Day and Ladies' Day. It was a great success with lots of positive comments which were circulated to Governors for their information.

**LEYTON ORIENT FOOTBALL CLUB AND LEYTON ORIENT TRUST**

- 14.9 Concern was expressed relating to the Leyton Orient Football Club. On the 20 March they have a High Court meeting where they could be placed into liquidation. This could significantly affect their Trust and their work with schools. It was agreed to discuss this at the next meeting.

**STAFFING**

- 14.10 The Headteacher advised Governors that resignations had been received from an Early Years Practitioner who had moved to Preston and a Tea Time Staff member who will be finishing next Friday. Interviews have been arranged for the Early Years Practitioner and an advertisement has been placed for the Breakfast/Tea Time Lead accordingly. It was noted that Mrs. Janet McPartland would be assisting with the Interview Process.

**Agenda item**

- 14.11 Confidential Item – reported separately.
- 14.12 Confidential Item – reported separately.

The meeting closed at 8.30pm.

The Chair thanked everyone for attending the Meeting this evening.

Chair: ..... (print)

..... (sign)

Date: .....

Chair of Governors Initials:
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Spring Term 2016

**Chapel End Infant School**  
**Draft FGB Minutes**  
**2 March 2017**

Chair of Governors  
Initials: