

**MINUTES OF THE MEETING OF THE
CHAPEL END INFANT SCHOOL GOVERNING BODY
HELD ON THURSDAY 26 NOVEMBER 2015
AT 4 P.M.
AT THE SCHOOL**

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

PARENT GOVERNORS

Mr Grant Jacobson – Mr Jacobson arrived at 4.35 p.m.
Ms Milena Lacheva

CO-OPTED GOVERNORS

Ms Kate Williamson
Mrs Claire Jane Fear
Mr Craig Leither
Mrs Ludi Capelan

HEADTEACHER - voting

Ms Theresa Martin

STAFF GOVERNOR

Mrs Antoinette Strydom

Also present: Mrs Debra Noakes, Deputy Head Teacher – papers only.

Clerk to the Governors: Julie Cornelius

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 All present were welcomed to the meeting.

1.2 Apologies for absence

Apologies for absence were received and accepted from Mr Terry Toomey.
Mr Grant Jacobson had advised he may be arriving late.

1.3 Apologies for absence not accepted

There were no Governors to whom this applied.

1.4 Quorum

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

1.5 Notice of Any Other Business/Confidential items

1. To receive the confidential minutes of the Governing Body meeting held on 22 October 2015.

2. DECLARATIONS OF INTEREST

2.1 Register of Business Interests

It was recorded in the Minutes of the Governing Body meeting held on 22 October 2015 that all Governors had completed a Declaration of Pecuniary and Personal Interest.

2.2 Governors to declare any interests they have in any of the following agenda items

Claire Fear made a declaration of interest, stating that her husband is now employed by Chapel End Junior School.

3. MINUTES

3.1 To receive the Minutes (both confidential and non-confidential) of the Governing Body meeting held on 22 October 2015

3.1.1 Governors had not received, in advance of the meeting, the non-confidential Minutes of the Governing Body meeting held on 22 October 2015.

ACTION: Deferred Agenda item: To receive the non-confidential Minutes of the Governing Body meeting held on 22 October 2015

3.1.2 The confidential Minutes of the Governing Body meeting held on 22 October 2015 will be discussed under confidential items at the end of this meeting.

3.2 Matters arising from the non-confidential Minutes of the Governing Body meeting held on 22 October 2015

3.2.1 Governors were asked to note that the Headteacher's Performance Management review will take place on 8 December 2015.

3.2.2 **ACTION: Deferred Agenda item: To discuss all other matters arising from the non-confidential Minutes of the Governing Body meeting held on 22 October 2015.**

4. HEADTEACHER'S REPORT TO GOVERNORS

Governors received the Chapel End Infant School & Early Years Centre Headteacher's report – November 2015. The following was noted.

4.1 The school is raising the profile of reading and enhancing the work currently undertaken with Read Write Inc.

4.2 It was noted that contributing favourably to the appearance of classrooms, is the book corner competition. This is the first ever competition of its kind to be held at the school; photographs of classroom book corners are displayed on the front of the Headteacher's report.

4.3 Pupil roll is almost at full capacity, with one deferred (until April) place in Reception and another child in Year 1 who remains on roll but who has left the school; this child will remain on roll until admitted to another school.

4.4 Two thirds of the Year 2 cohort are boys; this could impact on outcomes as historically and nationally boys achieve less well than girls. Monitoring is in place to assess this and to implement interventions to close any gaps in attainment of boys and girls.

- 4.5 In relation to addressing any gaps, Governors were informed that a child from Romania has been admitted to Year 2. This child has never attended school and does not speak English. Additionally, in Year 2, there are twins from Bulgaria who do not speak English. There are also three children within the same year group, with high level Statements of special educational needs.
- 4.6 **Q. How does this affect data, e.g. a child remaining on roll but having left the school?**
A. The Headteacher said the school is able to filter this information but RAISEonline does not do this.
- 4.7 The Literacy Lead post has been re-advertised. The closing date for applications is 11 December and interviews are planned for 6 January 2016.
- 4.8 Performance management reviews for all teaching staff have been completed and recommendations for pay, based on outcomes for 2014-2015 appraisals, were presented to the Pay Committee on 12 November. Objectives for this year's appraisals have been set and are closely linked to the School Improvement Plan.
- 4.9 As noted in Minute 3.2.1 above, the Headteacher's Performance Management review will take place on 8 December 2015. Kate Williamson and Ludi Capelan will be involved in this process, alongside Lorraine Manford, School Effectiveness Adviser.
- 4.10 SEN Annual Reviews have taken place for two children with Statements of SEN.
- 4.11 Finance:
It was noted that Joan Smith, Office Manager, had circulated to all Governors, a monthly budget monitoring report. This was presented as information to Governors and will contribute to the overview of the budget when this is discussed at the January 2016 Governing Body meeting. Additionally, Joan will circulate to Governors, the new financial regulations for discussion at the January Governing Body meeting.
ACTION: Governors to e-mail Joan Smith with any questions regarding the monthly budget monitoring report.
- 4.12 Audit: The Local Authority is carrying out themed audits with groups of schools; the Headteacher's report included an explanation of this. Chapel End was selected as one of the schools in the 'Contract and Procurement' group. Feedback from the audit was positive and it was noted that all required procedures and practices are in place. The Headteacher expressed her thanks to Joan Smith for ensuring the audit had gone well.

Agenda item 6. SEA Report, was brought forward.

6. SEA REPORT

Governors were presented with notes from a school visit on 12 November 2015. The visit was conducted by Lorraine Manford, School Effectiveness Adviser, LBWF School Effectiveness Service.

The following points were noted.

- 6.1 A key interest was Early Years and looking at improvements being made to enhance the profile of the Foundation Stage.

- 6.2 Lorraine Manford was complimentary about the appearance of the school.
- 6.3 The Chair asked for further information on the widening of the gap for children achieving Level 3 in reading.
ACTION: The Headteacher will e-mail information to Governors to further clarify.

[Grant Jacobson arrived – the time was 4.35 p.m.].

- 6.4 Read Write Inc. (RWI) children move rapidly to expected outcomes for the end of Year 1.
- 6.5 **Q. Further information was requested in relation to the embedding of the new system of assessment in EYFS and continuing to improve accuracy in making assessments?**
A. The Headteacher said assessments were already being completed in Early Years Foundation Stage but the systems for recording and tracking have changed. 'Development Matters' remains the tool used to make judgements on the observations of children but staff were undertaking these judgements in different ways. The school is trying to make these observations tighter and more focussed on a particular area of learning and judgement. Consistency in recording is also important. It was noted that moderation sessions take place during the year to ensure that practitioner judgements and the compiling of children's special books is consistent.

The Headteacher suggested that 'Special books' could be brought to a Governing Body meeting for Governors to review.

ACTION: The Headteacher to organise for the next Governing Body meeting.

- 6.6 **Q. Referring to the date of the next School Effectiveness visit and the focus on how parents are involved in supporting their children's learning, the Chair asked what the school is doing currently to support this?**
A. The Headteacher and Debra Noakes said parent workshops will be held for maths. This will run once the on-line maths homework system is set up.
- Q. Do you know how many children have access to a computer at home?**
A. The Headteacher said this has been discussed and the school is looking at providing something in school for children who may not have computer access at home. At the moment, homework is set on paper.

Q. What about parental workshops, such as Read Write Inc.?

A. The Headteacher said in Nursery, reading sessions are organised; these will also be organised for maths. It was noted that Abacus (used for maths) is Android compatible; this promotes usability as many families have access to smart phones and tablets.

5. TARGET SETTING
7. SCHOOL IMPROVEMENT PLAN

These two agenda items were presented jointly.

Governors received the Chapel End Infant School & Early Years Centre Improvement Plan 2015-2016.

- 7.1 **Q. The Chair asked the Headteacher to explain how targets for Pupil Attainment are set?**
A. The Headteacher spoke about national expectations and school predictions based on prior attainment. She said this year the process is more difficult because of the removal of levels.
- Q. The Chair asked if there was any consensus from the Local Authority in respect of managing assessing without levels?**
A. The Headteacher said no. The Headteacher said, as a Key Stage 1 (KS1) school, targets do not have to be set but the school undertakes this as good practice.
- 7.2 The school is using School Pupil Tracker to record and track children's attainment and progress.
- 7.3 The Chair said discussion has taken place previously with regard to working in collaboration with other mainstream schools for assessment moderation. It was noted that some staff members are attending a training session on this, facilitated by Waltham Forest. The Headteacher said the school is also linking up with three other schools to look at moderation. Antoinette Strydom is working with the Borough on the moderation programme.
- 7.4 The Headteacher said targets may need to be re-visited once moderation has been completed.
- 7.5. The school is working towards national levels for good levels of development at the end of the Foundation Stage.
- 7.6 The Chair said he would like the Governing Body to have the opportunity to review key priorities. The Headteacher agreed it would be good, at each key milestone point, to look at where the school is at.
ACTION: To follow up
- 8. SELF EVALUATION FORM**
Governors were presented with the Chapel End Infant School Self Evaluation document – September 2015. The following was noted.
- 8.1 **Q. Referring to the SEN/D Profile on page 2, is this a high percentage of SEN support?**
A. Debra Noakes said, no, but what is high, is the number of pupils within that percentage, that have a Statement/ECHP. The number of pupils within the school that have a Statement, has increased and these are children with complex needs.
- 8.2 Debra Noakes said schools have to pay the first £10K towards supporting a child with a Statement. As the number of pupils with a Statement increases, this will impact on the notional SEN budget and will affect other interventions; this is an issue.
ACTION: The Headteacher to e-mail Governors to confirm the number of SEN children.
- 8.3 Entry data – EYFS to KS1 – September 2015:
Referring to the table on page 4 of the report, the Headteacher said Reception data is baseline data and does not use the same measure as other 'on entry' data. A

second assessment (capture point) will take place in February, at which time, Reception baseline data will be reviewed.

- 8.4 The Chair commented on the improvement on 'Good Level of Development' (GLD) at 62%; an increase on last year.

9. SAFEGUARDING UPATE

Governors were presented with a document entitled 'Harmful Sexual Behaviour (HSB): Local Authority support for schools'.

Debra Noakes noted the following.

- 9.1 A model Safeguarding policy is still awaited from the Local Authority. This will be presented to the Board in December and once approved, will then be issued to schools. The 'Harmful Sexual Behaviour' document presented to Governors, will form part of the Safeguarding policy. This will be uploaded to the school website.

- 9.2 The HSB document is a useful document, containing key contact information.

- 9.3 The school Learning Mentor has attended AIM (Assessment, Intervention, Moving on) training and the school has an AIM manual to use to undertake assessments. Once the model Safeguarding policy is published, AIM information will be included within that.

- 9.4 Debra suggested it would be useful for Governors to review the Safeguarding policy once approved.

ACTION: Kate Williamson, as Safeguarding Link Governor, to review the Safeguarding policy.

10. CHAIR'S ACTION

- 10.1 The Chair had today, sent an e-mail regarding fairer funding, to the Cabinet member with this responsibility.

ACTION: The Chair to share any response with the Governing Body.

11. HEALTH AND SAFETY AT SCHOOL

Ludi Capelan, as Health and Safety Link Governor, noted the following.

- 11.1 Ludi had met with Joan Smith, Office Manager, to review health and safety

- 11.2 All Health and Safety documentation has been reviewed; all documentation is compliant.

- 11.2 It was noted that a Lone Working Policy was not in place. This is being compiled for the Headteacher to approve in January next year.

- 11.3 Ludi will undertake a health and safety walk in the new year.

- 11.4 Debra Noakes presented Governors with the Chapel End Infant School Health & Safety Annual Report for the Academic Year September 2014-August 2015. This informs the Governing Body on compliance issues within the school. The following was noted.

- 11.4.1 The report will be sent to the Local Authority.

11.4.2 **Q. How was the 'Developing happiness and positive thinking' INSET on 15 September?**

A. Staff said this was very good and gave a positive start to the new school year.

11.4.3 **Q. With reference to the accident and incident reports submitted to the Health and Safety unit (point 7 refers), are any remedial actions required?**

A. Appropriate actions taken as a result of incidents such as a review of a behaviour support plan and risk assessment undertaken.

11.4.4 Pupil injuries include a trip and a nose bleed (from playing football). There was also a fall from the monkey bars in the Nursery and Clive Atkins, a consultant, has been asked to look at this. A safety surface was in place when the fall occurred but extra protection in the form of gym mats has been organised.

11.4.5 **Q. Is there any progress on the emergency/business continuity plan?**

A. The Headteacher said she has chased the Local Authority regarding this.

ACTION: The Chair will e-mail the Business Continuity contact at the Local Authority.

11.5 Educational Visits

There are no residential educational visits planned.

12. PAY RECOMMENDATIONS

12.1 Kate Williamson said, following performance management reviews, pay recommendations were agreed. The process was rigorous and robust. This was discussed at the Pay and Personnel Committee meeting held on the 12 November.

12.2 The Chair said his recommendation to the Governing Body is that the pay recommendations are ratified by the Governing Body.
Governors **approved and agreed** the pay recommendations.

12.3 The Chair asked, in future, for a one-page document to be submitted to the Governing Body to outline the process involved. Of additional use, would be a summary outcome, outlining how many teachers have met their performance management targets and examples of how these targets have been met.

13. SCHEDULE OF MEETING DATES

13.1 The schedule of meeting dates for the remainder of the academic year are noted below.

GB Thursday 14 January 2016	7pm
GB Thursday 11 February 2016	7pm
GB Thursday 10 March 2016	7pm
GB Thursday 5 May 2016	7pm
GB Thursday 9 June 2016	7pm
GB Thursday 7 July 2016	7pm

13.2 Claire Jane Fear said she would be unable to attend the meeting on the 14/1/2016.
Completed Action: The Clerk has informed Governor Services.

13.3 Kate Williamson said she would need to check her availability for some of these dates.

14. ANY OTHER BUSINESS

14.1 Training log for Governors

14.1.1 It was agreed that a training log should be organised to detail training courses attended by all Governors.

14.1.2 The Chair provided the following summary of courses he had attended.

- 4 November – Pupil Premium
- 5 November – Safer Recruitment
- RAISEonline (postponed to 7 December)
- 12 November – Effective LINK Governors
- 18 November – Headteacher Appraisals
- 19 November – Taking the Chair

14.1.3 **ACTION: Governors to notify the Chair of any courses attended and to have this recorded in the training log.**

14.1.4 The Clerk advised that Governor Services also maintain Governor training information.

Completed action: The Clerk to highlight this to Governor Services.

14.2 Skills Audit

ACTION: Where applicable, for Governors to complete.

14.3 Pupil attendance figures

The Headteacher said that at the last meeting, the Chair had asked for attendance figures.

ACTION: To discuss this at the next meeting, under matters arising from the Minutes of the Governing Body meeting held on 22 October 2015.

14.4 Confidential Minutes of the Governing Body meeting held on 22 October 2015

This item was noted under confidential items.

Staff Governors left the meeting during this discussion. Staff Governors did not return to the meeting.

14.5 Ofsted RAISEonline 2015 summary report

Governors were provided with a copy of the summary report. Additionally, a copy of the inspection dashboard was circulated to Governors in advance of the meeting.

14.5.1 Kate Williamson spoke about the expectation of Governors during an Ofsted inspection. Governors will need to have an understanding of RAISEonline and also the SEF. Within the Raiseonline, items that Governors are required to know, are denoted with a 'G'.

14.6 The Headteacher said, from September, schools are no longer required to separately register Early Years provision. The school was advised to de-register to ensure that it no longer has a separate registration for its two year old provision. This will result in only one inspection taking place.

The meeting ended at 5.40 p.m.

Signed.....

Date.....