

Spring term 2017

Chapel End Infant School and Early Years Centre Governing Body

Thursday, 4th May 2017

**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

Mr Zen Jelenje

HEADTEACHER - voting

Ms Theresa Martin

STAFF GOVERNOR

Mrs Antoinette Strydom

Also present: Mrs Debra Noakes, Deputy Head Teacher
Mrs Rosina Gordon, School Business Manager

Clerk to the Governors: Julie Cornelius

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
1.3	To contact Milena Lacheva, following non-attendance at the last two meetings.	Chair	Immediate
3.3	The school to verify that DBS checks are in place for all Governors.	Headteacher	Immediate
4.2 'Matters arising' – Minute 1.5.2	To meet with the Headteacher to discuss the Healthy Schools Award and to report back at the next meeting.	Chair	Immediate
4.2 'Matters arising' – Minute 1.5.2	To discuss at the next meeting, 'Other' SEN types.	Headteacher/ Deputy Headteacher	At the next meeting.
4.2 'Matters arising' – Minute 3.	To provide staff sickness data.	Headteacher	For the next meeting
6.	To follow up with the Local Authority what, in respect of the budget, SEN protection mitigation comprises and to notify Governors.	School Business Manager	Immediate

9.7	To review phonics data detailed within the Inspection Dashboard and to present this in a more understandable format.	Chair alongside Zen Jelenje	By the next meeting
9.8	To provide a breakdown (gender etc.) of the current Year 1 disadvantaged group of children, where it is predicted that 78% of these children will meet the standard for phonics.	Headteacher	By next meeting
9.9	To provide Governors with an absence ethnicity breakdown	Deputy Headteacher	By next meeting
10.	To note the school will continue with the Gold SLA with Governor Services	Governor Services	Immediate
11.	To update Governors regarding the undertaking of an external review of governance.	Chair	By next meeting
13.	To update (where applicable) Governors by e-mail, regarding the Learning Partnership.	Chair	As appropriate
15.1	Date of next meeting: Thursday 15 June 2017 at 7 p.m. at the school. N.B. Governor Services to note (this information has previously been conveyed) that Julie Cornelius is unable to clerk this meeting.	Governors/ Governor Services	Immediate

To note: Action points included within the minutes will only specify the person(s) responsible for the action. Full action details are included in the ‘Summary of agreements and actions’ table shown above.

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present to the meeting. A particularly warm welcome was extended to Craig Leither.
- 1.2 Apologies were received and accepted from Ms Janet McPartland.
- 1.3 Apologies for absence not accepted
Apologies were not received and were therefore not accepted from Ms Milena Lacheva.
ACTION: The Chair
- 1.4 The Clerk confirmed the meeting was quorate, with eight Governors present.
- 1.5 Notice of Any Other Business/Confidential items
To receive the confidential (Governors only) and confidential (non-staff Governors only) minutes of the Governing Body meeting held on 20 April 2017. This will be recorded at the end of the meeting.

2. DECLARATIONS OF INTEREST

- 2.1 Pecuniary Interests – to confirm receipt of interests
The Clerk said that information received from Governor Services confirms that all Governors have completed a Declaration of Personal and Pecuniary Interest and a copy of the completed document is held on file at Governor Services.
- 2.2 There were no declarations made pertaining to any of the agenda items for this meeting.

3. GOVERNING BODY

3.1 Clerk to confirm Governing Body membership – noting current vacancies and identify members whose term of office will end before the autumn term 2017

The Clerk confirmed there is one Co-Opted Governor vacancy.

There are no Governors whose term of office will end before the autumn term 2017.

3.2 To consider disqualification due to non-attendance

The clerk advised that no Governors were eligible for disqualification due to non-attendance.

3.3 DBS Checks

ACTION: The school

4. MINUTES

4.1 To receive the non-confidential minutes of the Governing Body meeting held on 20 April 2017

Governors received the minutes and **agreed** these to be a true and accurate record.

The Chair, Mr Alistair MacLellan, signed a copy of the minutes and these were retained at the school.

4.2 Matters arising

Unless noted below, all action points were addressed or will be discussed during this meeting.

Minute 1.5.2: To meet with the Headteacher to discuss the Healthy Schools Award and to report back at the next meeting.

DEFERRED ACTION: Chair

Minute 1.5.2: Mel Sevinc, Curriculum Link Governor, has arranged to visit the school on 11 May 2017. Mel will look at how the curriculum is delivered across KS1 and spend some time observing in classrooms.

Minute 1.5.2 : To discuss 'other' SEN types.

DEFERRED ACTION: Headteacher/Deputy Headteacher

Minute 3.: To provide staff sickness data

DEFERRED ACTION: Headteacher

Minute 1.5.2 Matters arising – traffic issues: A visit to the school by a Local Authority representative, will take place on Monday 8th May. The Headteacher said traffic issues remain unchanged and no further information has been received regarding the Controlled Parking Zone (CPZ).

5. SAFEGUARDING

This is noted under confidential items. All Governors remained present.

6. RATIFICATION OF THE SCHOOL BUDGET 2017/18

Governors received the following documentation:

School Summary Outturn 2016-17 for submission on or before the 28th April 2017.

2017/2018 Ratified Budget summary sheet and Declaration for Chapel End Infants' school

FPS Web generated report – dated 4/5/2017

To discuss and formally ratify:

- 6.1 Outturn 2016/2017 (including Devolved Capital Outturn) and earmarked funding
- 6.2 School Budget share (Income) 2017/2018
- 6.3 Expenditure 2017/2018
- 6.4 Predicted Carry Forward

Detailed discussion was recorded in the minutes of the previous meeting. Further discussion is noted below.

- The Local Authority will confirm the final agreed closedown by the end of May.
- **Q. Are there any current bids for capital funding?**
A. Match funding bids have been applied for in respect of capital works. A response has not yet been received from the Local Authority.
- Some of the carry forward will be placed in contingency and some into agency staffing.
- **Q. What flexibility is there in relation to the carry forward?**
A. This should be used for one-off projects because this money is not guaranteed.
- **Q. Is there anything in mind with regard to responding to the items identified within the Dashboard?**
A. Dashboard expenditure usually needs to be sustainable.
Agenda item: Discussion of carry forward
- **Q. Please explain unreconciled items totalling £84,693.61?**
A. These are items that are committed to but where the money has not yet come out of the Bank account.
- **Q. What is SEN protection mitigation?**
A. The Headteacher said she had e-mailed the Local Authority to request information on this but a response had not yet been received.
ACTION: The School Business Manager
- The Chair said he had contacted the Local Authority to enquire about the cost of a Governing Body review of effectiveness; the quote received was £3K. The Chair suggested perhaps that some of the carry forward could be used to fund this.

The Governing Body **agreed** to ratify the budget. The following is recorded.

1. Outturn 2016/2017 (including Devolved Capital Outturn) and earmarked funding
£77,570
2. School Budget share (Income) 2017/2018
£2,228,971
3. Expenditure 2017/2018
£2,228,971
4. Predicted Carry Forward
0

The £77,570 carry forward for 2016-17 has been allocated to one-off spends and a small amount put into contingency.

7. FINANCIAL REGULATIONS AND POLICIES

Governors received the London Borough of Waltham Forest Model Financial Regulations & Standing Orders for Schools – Chapel End Infant School & Early Years Centre.

7.1 **Q. When is an external audit anticipated?**

A. The Headteacher said there is a change to the way audits are conducted. Themed audits now take place; the last audit at the school was a procurement audit. The school is awaiting notification from the Local Authority of the next audit date, together with information about the proposed theme. Regardless, Bank accounts are audited annually.

Governors **approved** and **agreed** the Financial Regulations & Standing Orders. The Chair and Headteacher signed and dated the document.

8. CHAIR'S ACTION

There were no Chair's actions to report.

9. INSPECTION DASHBOARD

Governors received data with specific information on weaknesses identified from 2016 data.

Governors also received an attendance report end Spring Term 2017: KS1.

9.1 The Headteacher said the Pupil Premium conversion rate for maths at Key Stage 1 (KS1) was below the national average.

Q. How far below the national average?

A. For the disadvantaged EYFS EXP group of children, 4 out of 18 children did not achieve the expected standard at end of KS1. This represents a conversion rate of 72% against a national figure of 87%.

9.2 Due to the focus on the Inspection Dashboard, school data is now being reviewed in a different way.

9.3 **Q. Is there a document that shows what interventions have been implemented to respond to weaknesses?**

A. The Headteacher said the document presented, was intended to do this but it seems that in anonymising the document, some of the clarity of information has been lost.

9.4 **Q. What sort of assessment underpins the statement relating to Abacus maths, i.e. 'Leadership introduced the Abacus maths scheme, leading to greater consistency in teaching and improved outcomes for 2017 ...'?**

A. The Headteacher said the School Pupil Tracker is used to record assessments against national curriculum objectives. There is a review of the unit of work at the end of every half term built into the Abacus scheme. Additionally within each unit, there are Mastery Checkpoints that teachers use to assess children's understanding of concepts taught.

9.5 The Headteacher said that school attainment was just above the national average last year in reading, writing and maths and all 3 subjects combined. It is not yet known what the national average will be for this year but historically there is a small year on year increase in national outcomes.

9.6 In terms of Ofsted, the school is able to evidence that although a child may not have reached the expected standard, they are making good progress.

9.7 Phonics

The Chair suggested that to better understand the context of the approaches, this could be presented in a different way.

ACTION: The Chair

9.8 **ACTION: Headteacher**

9.9 Attendance

- Attendance forms part of safeguarding and behaviour.
- A Governor said, comparing the data for end spring 2017 and end spring 2016, where at the end of spring 2017 only 3.83% of the cohort were absent, but in 2016, this was 5.8%, this is a huge improvement. The Deputy Headteacher said lots of work has been undertaken with Pupil Premium children regarding attendance and the impact is evident.
- **Q. With regard to Non-FSM children, do these absences comprise one-off absences or holiday absence? If holiday absence, what is the ethnicity of the children?**
 - A. The Headteacher said the reasons for high level absence have been reviewed; this usually relates to holiday absence.

ACTION: Deputy Headteacher

- **Q. Please explain the significant difference for persistent absence, i.e. 16.2% for boys at the end of spring 2016, compared to 4.5% for boys at the end of spring 2017?**
 - A. Last year there were three high level SEN boys and the absence was legitimate for those children concerned.
- Those children with 90% or below attendance are being targeted. Letters are being sent to parents and those parents called in to discuss their child's attendance.
- **Q. What strategies are being used to improve persistent absence?**
 - A. All persistent absentees are followed up. Additionally, registers have now been amended to highlight much more clearly, where an absence is registered.
- **Q. With the exception of girls, there has been an improvement in every area. Why is 'girls' an issue?**
 - A. There is one girl with complex needs who has had a significant amount of absence and another family for whom the school is considering an Educational Welfare referral. Overseas visits are also an issue with 4 girls having had high levels of absence (not authorised) to visit family overseas.
- **Q. Are these holidays abroad?**
 - A. Yes in most cases. In many cases the request for absence is presented as a need to visit a sick relative overseas.
Governors discussed recourse to the PREVENT team where there may be concerns in relation to a child's travel destination.

10. **GOVERNOR SERVICES SLA FOR 2017/2018**

The Governing Body has **agreed** to continue with the Gold Service Level Agreement (SLA) with Governor Services. This is a more cost effective option in respect of the number of meetings convened each year.

The Clerk reminded the Headteacher and SBM to check out their SLA on WF on-line to ensure the school is invoiced in a timely manner.

ACTION: Governor Services

11. GOVERNORS' TRAINING

As noted in Minute 6., the Chair said an external review of the Governing Body would be a worthwhile item of expenditure. This can be further considered once a cost breakdown (a quote of £3K has been received) is provided from Governor Services.

ACTION: Chair

12. EDUCATION SUPPORT GRANT (ESG) REVIEW

The Clerk provided information on this and informed Governors they should be prepared for further consideration of the proposals at a future meeting, at which time, a Governing Body decision may be required on the school's commitment to funding the ESG. The Headteacher said she was aware of this. The Director of Families and Homes, Linzi Roberts-Egan, will be writing to Headteachers about this shortly, with a view to being able to outline the offer by mid-June 2017.

13. LEARNING PARTNERSHIP

The Chair said there has been no further update since the last Chair's Forum. Further reporting is anticipated in the autumn term.

ACTION: The Chair

14. SCHOOL POLICIES

14.1 Debit Card policy

The Governing Body ratified the Debit Card policy. The Chair signed the policy.

14.2 Charging policy

The Governing Body ratified the Charging policy. The Chair signed the policy.

14.3 Debt recovery policy

The Governing Body ratified the Debt recovery policy. The Chair signed the policy.

14.4 Best Value Statement

The Governing Body **agreed** the Best Value Statement. The Chair signed the document.

14.5 Whistleblowing policy

Governors received the LBWF model Whistleblowing policy, March 2017.

- There is nothing contentious within the policy – this is a Local Authority model policy.
- This will be communicated to staff once ratified.
- This policy has been presented to the Unions and to the Legal department, LBWF.
- **Q. Should a whistleblowing incident be reported to the Headteacher, would the Chair of the Governing Body be informed?**
 - A.** Yes and this is noted in the policy.

The Governing Body **agreed** to ratify the Whistleblowing policy. The Chair signed the policy.

15. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

15.1 The next meeting is scheduled for Thursday 15th June at 7 p.m. at the school.

ACTION: Governor Services

15.2 Agenda items

1. Discussion of carry forward.

16. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

16.1 To receive the confidential (all Governors) minutes of the Governing Body meeting held on 20 April 2017

This item is noted under confidential items. All remained present.

16.2 To receive the confidential (non-staff Governors only) minutes of the Governing Body meeting held on 20 April 2017

This item is noted under confidential items.

The Staff Governor and School Business Manager left the meeting at 8.45 p.m.

The meeting closed at 8.55 p.m..

Chair: (print)

..... (sign)

Date: