

MINUTES OF A MEETING OF THE CHAPEL END INFANTS SCHOOL GOVERNING BODY HELD ON THURSDAY 19 JANUARY 2017 AT 7.00 P.M. AT THE SCHOOL

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

Co-opted Governors

Mrs Ludi Capelan
Ms Janet McPartland

Parent Governor

Mr Grant Jacobson
Ms Milena Lacheva

Staff HT (Voting)

Ms Theresa Martin

Clerk to the Governors: Mrs Caroline Russell

Also present: Mrs Debra Noakes, Deputy Headteacher
Mrs Rosina Gordon, School Business Manager (to item 9).

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.2.2.	GB Finance Training Session: Donna pl note and action per minute	DW	
9.	Finance-rates refund: Chair to remind Schools' Finance section.	COG	
10.1.4.	Traffic Issues: COG to contact LBWF traffic enforcement section to request enforcement visits	COG	
11.3	Whistleblowing Policy: Agenda item for next meeting pl.	GS	
15.1	Apprenticeship levy: Agenda item for next meeting pl.	GS	
17	Schools' Financial Value Standard Return: Agenda item for next meeting pl.	GS	

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting.

1.2 Apologies for Absence

Apologies for absence were received and accepted from Mr Zen Jelenje, Mr Craig Leither, Ms Mel Sevinc and Mrs Antoinette Strydom.

1.3 Quorum

The meeting was quorate.

Chair of Governors
Initials:

2. DECLARATIONS OF INTEREST

- 2.1. There were no declarations of interest in any of the following agenda items.

3. GOVERNING BODY

3.1. Governing Body Membership

A vacancy for one co-opted governor was noted. There were no members whose term of office will end before the summer term 2017.

3.2. Disqualification due to Non-Attendance

This was noted without action.

3.3. Disclosure and Barring Service Checks

It is believed that these are complete with details held on file by Governor Services.

3.4. National Database of Governors

This has been recently updated.

4. MINUTES OF THE LAST MEETING

4.1. Minutes of the Last Meeting Held on 1 December 2016

These were received and accepted. A copy was signed by the Chair for retention by the School.

4.2. Matters Arising

4.2.1. Recruitment of Co-opted Governor

Various websites have been reviewed by the Chair with no local suitable candidates currently available.

4.2.2. Governing Body Finance Training Session

It was reported that this will cost £370 and agreed to hold it on 2 March 2017 at 6pm-7.00 p.m. i.e. preceding the full Governing Body meeting scheduled for that evening.

ACTION: Ms Walton to note and action.

4.2.3. Daycare Provision

Numbers are still low but rising. An Early Years Practitioner has left so costs are lower and income is satisfactory.

4.2.4. Chair of Governors Contact with Other Local Schools re LBWF Chair of Governors Forum and LBWF Learning Trust

The Chair reported that he has made email contact and proposed a meeting to discuss these issues.

4.2.5. Cribsheet re OFSTED Inspection

This has been prepared by the School and circulated to governors (tabled and will also be emailed).

4.2.6. Governor Visit

Ms Janet McPartland will visit on 9 February 2017.

4.2.7. Vision Statement

An amended version was tabled reflecting governor and staff comments. Further amendments were agreed:

Refer to 'high quality educational provision'.

'Celebrate, value and respect diversity'.

Equalities and inclusion statements will be appended.

4.2.8. Circulation of Safeguarding Template

This has been done.

4.2.9. Review of Single Central Record

This has been done by Mr Grant Jacobson, Vice-Chair.

5. CHAIR'S ACTION

There was none reported.

6. GOVERNOR TRAINING

6.1. Finance Skills Training Session

Minute 4.2.2. above refers.

7. CURRICULUM UPDATE-MS MARTIN

7.1. Introduction of Cornerstones Curriculum

This was introduced for use in school in September in Years 1 and 2 with positive feedback received from staff and children. A Read, Write, Inc development day was held on the first day of term for reception, Year 1 and Year 2 staff. This is being used together with a language and literacy programme and spelling scheme.

7.2. **Q. What is the appeal of Cornerstone and has it met expectations? A. The Junior School brought it to our attention and the scheme includes in depth planning and links to online resources. The scheme includes science investigations which are practical and feasible. The programmes of study refer to the National Curriculum 2014 and include engage, develop and innovate elements with an opportunity given to apply what has been learnt. It includes reading and writing elements to supplement Read, Write, Inc. The School has a curriculum map to ensure coverage of the themes at appropriate times of the year and full coverage of the National Curriculum.**

8. ATTENDANCE POLICY

8.1. It was reported that the existing attendance policy is being amended to include monitoring and follow up of persistent absence and lateness.

9. BUDGET MONITORING

9.1. General Ledger Report at 19-01-2017 16:44 and Budget Monitoring Report to Month 9

These were received and reviewed noting that expected spend at month 9 will be 75%.

9.2. Revenue Income

9.2.1. **Income:** Total income received was reported at 77% with slight over receipt on budget share, special needs. Pupil Premium funding is 75% received.

9.2.2. **Premises:** A rates refund has been requested to Schools Finance section on several occasions.

ACTION: Chair to make representation.

9.2.3. **Supplies and Services:** This is 38% spent due to catering invoices outstanding.

9.2.4. **Bought in Professional Services:** This is 17% spent with invoices expected at the end of the year including ICT.

Q. Are there any budget concerns? A. There is an overspend on agency supply due to employment of a teacher on supply now on staff. Unfunded support

staff are still being employed but there are verbal agreements re funding with Education, Health and Care plans awaited which are overdue. It has been agreed that funding will be backdated to the statutory date.

9.2.5. **Match Funding for Capital Works:** The Headteacher has contacted the LA re this, with advice awaited.

10. SCHOOL IMPROVEMENT PLAN REVIEW

10.1. The plan was tabled and key priority pages reviewed.

10.1.1. Priority 1 Assessment:

Q. Are pupil conferences on track for the spring term? A. Will be scheduled.

Q. What does a pupil conference involve? A. Usually a small group of children + teacher who discuss their work and learning.

10.1.2. **Priority 2 Curriculum Development:** Visits from other schools were reported (2 Islington Schools+ Buxton All-Through School to see best practice). Positive comments were made regarding the calm and welcoming environment in School.

10.1.3. Priority 3 Development of Good Quality Teaching in Reading and Writing:

Q. Why is reciprocal reading being used? A. As a good way of practising summarising, predicting and clarifying to develop higher order reading skills.

10.1.4. Priority 4 Attendance:

Q. What are the revised procedures for this term? A. The office send out letters to parents of children with 90-95% attendance. The deputy head and learning mentor review families of persistent absentees individually and act as necessary. There is a report category for unauthorised absence with no explanation and a letter is sent with a slip to return and explain the absence.

Q. Are arrivals after 9.00 a.m. coming to the office before going to classrooms? A. Generally yes.

Q. The newsletter refers to traffic/parking issues? A. Yes, this is an issue including speeding in a 20 mph zone, stopping in zig zag lines and in the middle of the road and unsafe and aggressive behaviour.

ACTION: Chair to contact LBWF traffic enforcement section to request enforcement visits/action.

11. POLICY REVIEW

11.1. Complaints Policy

This is based on the model LBWF policy. It was **AGREED** to accept it in principle and also to review the 2016 DFE Guidance on this issue.

11.2. Collective Acts of Worship

This reflects guidance. The Head explained that a typical act of collective worship may use SEAL resources, follow annual themes, respond to events in school, celebrate religious festivals or saints days and that parents may be invited in.

Q. Is withdrawal from this common? A. It has been exercised by a small number of families including Jehovah's Witnesses. It may be difficult for the children concerned but the parental right to do this is recognised.

11.3. Whistleblowing Policy-General

This is based on the LBWF model policy in process of consultation with unions so **AGREED** to defer this for now.

ACTION: Agenda item for next meeting.

12. DATA PROTECTION PUBLICATION SCHEME

- 12.1. This was circulated and **AGREED** based on the Information Commissioners' Office scheme.

Q. Re requests for disclosure under the Freedom of Information

Act is there any LA support re this? A. Yes, the LA will offer guidance.

13. DATA PROTECTION POLICY

- 13.1. This is being reviewed by the School.

14. SAFEGUARDING UPDATE

- 14.1. Review of Single Central Record

This has been done by Mr Grant Jacobson who reported that the required information has been recorded including barred list and disclosure numbers. The Chair of Governors is attending safeguarding training provided by his employer and will circulate any relevant information.

15. APPRENTICESHIP LEVY

- 15.1. There is no e-bulletin available yet regarding this issue i.e. funding of the levy by the School or LBWF.

ACTION: Agenda item next meeting.

16. SCHOOL TERM DATES 2017/18 AND 2018/19

- 16.1. These were circulated and **AGREED** in principle, noting that a Cabinet decision is awaited regarding these.

17. SCHOOLS' FINANCIAL VALUE STANDARD RETURN

- 17.1. The School will e-circulate last years' SFVS to governors for comment and update.

ACTION: Agenda item for next meeting.

18. SELF-EVALUATION FORM

- 18.1. This was received and agreed to be a useful and informative document.

Q. Why are pupil premium funded children achieving at lower than expected levels? A. A significant number of children are working towards Year 1 objectives and the school is supporting those children by continuing to follow the Early Years Foundation Stage curriculum in the autumn term in Year 1 before moving on to the Key Stage 1 curriculum or on to the use of P-levels where it becomes evident that the child has a special educational need.

- 18.2. **Q. There are 6 children in school reported to have high levels of need.**

What progress has been made on Education, Health and Care plans?

A. These are now overdue so support is unfunded. 1 child with obvious needs came from another setting with no assessment started, but requires 1:1 support. The assessment process has now been started. A number of children are being accommodated out of year group in the Nursery. The lack of funding has had a detrimental effect on the school's provision for other children and in particular on the Key Stage 1 nurture group. There are also health and safety issues relating to the suitability of resources. The statutory timeframe for issuing EHC plans is not being observed by the LA at this time. With the result that the school had incurred costs of £22,000.

The Chair commented that this issue has budgetary implications for the school and would be further reviewed by the Governing Body.

ACTION: Chair to contact LBWF Cabinet Member to make representation.

18.3. Guidance has been received for writing a mini SEF but the detailed version will be retained for now as it is useful to the School.

19. SPECIAL EDUCATIONAL NEEDS AND DISABILITY REPORT

19.1. This was received and accepted.

Q. If this is put on the school website is there an issue for use by parents with English as an additional language? A. Google translator can be used.

ACTION: Mrs Ludi Capel agreed to test Google translate on website using Spanish.

20. DATE AND TIME OF NEXT MEETING+ DRAFT AGENDA ITEMS

20.1. Date and Time of Next Meeting

This is scheduled for 2nd March 2017 at 7.30 p.m. (Preceded by GB finance training session 6.00-7.30 p.m.).

20.2. Agenda Items

- Whistleblowing Policy.
- Apprenticeship levy.
- Schools' Financial Value Standard return.

21. CONFIDENTIAL MINUTES-FAIR ACCESS PANEL REFERRAL AND TEATIME CLUB STAFFING

THE MEETING CLOSED AT 9.00 P.M.

Chair: (print)

..... (sign)

Date:

Chair of Governors Initials:
