

**MINUTES OF A MEETING OF THE CHAPEL END INFANT SCHOOL GOVERNING BODY  
HELD ON THURSDAY 21 APRIL 2016 AT 7.00 P.M. AT THE SCHOOL**

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

**Co-opted Governors**

Mrs Ludi Capelan  
Mr Craig Leither  
Ms Kate Williamson

**Parent Governors**

Mr Grant Jacobson

**Headteacher (Voting)**

Ms Theresa Martin

Clerk to the Governors: Mrs Caroline Russell

Also present: Mrs Debra Noakes, Deputy Headteacher

**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 Mrs Claire Jane Fear, Ms Milena Lacheva, Ms Mel Sevinc and Mrs Antoinette Strydom. The resignation of Mrs Claire Jane Fear was noted with regret.

1.3 Quorum

The Clerk confirmed that the meeting was quorate with 6 governors present.

1.4. Notice of Any Other Business/Confidential Items

These were advised by the Chair relating to payment to Headteacher, Year 1 place appeal, new online training facility, revised Disclosure and Barring Service requirements and approval of confidential minutes.

**2. DECLARATIONS OF INTEREST**

2.1 Governors to Declare any Interests They Have in any of the Agenda Items

Mr MacLellan declared an interest relating to item 12 Education White Paper and Waltham Forest Learning Trust relating to his employment as clerk to the City of London Academies Trust. He stated that the Trust does not operate in LBWF and does not plan to do so.

2.2. Pecuniary Interest and Self Declaration Forms

Two forms were returned to the Clerk for forward to Governor Services.

**ACTION:** Clerk.

### **3. GOVERNING BODY**

#### **3.1. Governing Body Membership**

The Clerk advised that the resignation of Mrs Fear resulted in a vacancy for a co-opted governor. There were no other vacancies listed or governors whose term of office will end before the autumn term 2016.

**ACTION:** Clerk to ask Governor Services whether they have any potential nominees with skills/background in the following areas: finance, a barrister with an education specialism and fund-raising.

#### **3.2. Disqualification due to Non-Attendance**

This item was noted without action.

#### **3.3. Self-Declaration Forms**

Receipt and action of forms recorded at minute 2.2 above.

### **4. ALTERNATIVE MEETING ATTENDANCE OPTIONS**

4.1. Governors unanimously **AGREED** that they wish to allow governors to participate at meetings via alternative methods e.g. tele-conferencing, email, phone calls. The clerk advised that any voting should relate to a specific proposal and that, if voting by electronic means, that an email trail be retained by the school.

### **5. GOVERNOR SERVICES SERVICE LEVEL AGREEMENT 2016-17**

5.1. The Head reported that buy-back in 2015-16 had been at silver level but this did not cover the number of meetings held.

**ACTION:** Governor Services asked to contact the school to advise regarding the most cost effective option for the Governing Body given the number of meetings held last financial year.

### **6. MINUTES AND MATTERS ARISING FROM THE LAST MEETING**

#### **6.1. Minutes of Meetings Held on 28 January 2016 and 11 February 2016**

Governors received these and agreed them to be an accurate record of the meeting. The Chair signed a copy of the minutes and they were retained by the school for file.

#### **6.2. Matters Arising**

The Chair reported that a number of actions had been completed with outstanding actions to be considered at the next meeting.

### **7. CHAIR'S ACTION**

7.1. The Chair reported that he had authorised completed returns for the Schools' Financial Value Standard and Statement of Internal Control on 22 March 2016 and had submitted written feedback regarding a visit from the internal auditor in November 2015.

### **8. SCHOOL BUDGET 2016/2017**

8.0. It was noted that this had been reviewed outside of the meeting by both the Chairman and the Finance LINK Governor, and that a final budget would be submitted to the next meeting.

#### **8.1. School Summary Outturn 2015-16**

This was received and noted as a statement of accounts at 31/03/2016 for submission to the Local Authority detailing income, expenditure and balance at bank. A total carry forward was shown at £89,243, made up of £61,585 revenue and £27,174 capital and £482 community focused revenue, to be used for planned spend on non-recurrent items in order to be sustainable.

8.2. Discussion re Planned Use of Carry Forward

8.2.1. **Use of Pupil Referral Unit:** It was reported that, whilst the School has not used this facility to date, buy-back would continue in order to support the LA in maintaining the sustainability of this provision.

8.2.2. **Grounds/Building Consultancy:** It was noted this includes items such as tree surveys and building consultancy re major works including buy-in of NPSL Ltd. The School has extensive grounds so needs to retain a service for functions which site staff cannot undertake.

8.2.3. **Casual Midday Assistant:** An additional casual midday assistant is employed to support the younger children.

8.2.4. **Admin Assistant:** The apprenticeship scheme will be continued for a further period.

8.2.5. **Early Years Practitioner:** This is a fixed term employment to support a return from maternity leave.

8.2.6. **Match Funding Bids:** Priorities here include Early Years' security doors to give an additional barrier between the school reception area and the nursery classrooms. Refurbishment of floors in the Early Years Centre and hall is necessary as both are coming to the end of their useful life, a potential health and safety hazard and their condition reflects heavy use.

**ACTION:** School to prioritise items of proposed carry-forward spend and report back to the Governing Body

8.2.7. **Installation of New Server:** This has been installed at a cost of £10,000 including infrastructure on both sites.

8.2.8. **Q.** How are laptops procured?

**A.** By the school. It was noted here that the National Association of Headteachers have negotiated procurement of these at reduced rates.

8.3. School Budget Share 2016-17

8.3.1. Income and expenditure of £2,255,072 was noted. It was noted that there is no agency supply provision for sickness or holiday only for planning, preparation and assessment cover, SEN support and vacancies to the end of the summer term so some additional in-house cover may be necessary. However, it is expected that expenditure on maternity leaves and long term sickness absence will be reduced compared to last year.

8.3.2. In discussion, income from facilities and services was noted to be significantly reduced this year compared to 2015-16, due to transfer of funds from the Early Years Centre bank account when the accounts were merged. Income from pupil premium funding was also noted to have reduced from £87,550 to £81,840. Charges for school visits including coaches will now be increased to £10 which retains a significant level of subsidy. The school uses coaches for educational visits as use of public transport is not considered safe for small children.

**ACTION:** Feedback requested by Governors from the school after the first visit of 2016/17, including the level of voluntary contribution paid, noting that ParentPay is used to remind parents of the voluntary contributions requested and noting that visits may not go ahead if insufficient contributions are forthcoming.

- 8.3.3. A governor queried why the school did not receive the full amount from donations in 2015-16. This was due to donations and contributions related to the school association who are experiencing banking problems which should be resolved this term.

Mr Grant Jacobson (Finance LINK Governor) indicated that he emailed questions regarding the budget to the school before the meeting with satisfactory answers received.

8.4. Expenditure 2016/17

- 8.4.1. It was noted that staffing costs have risen reflecting employment of additional support staff and increased National Insurance and superannuation contributions. A balanced budget was presented with some minor amendment expected to the final budget.

**ACTION:** Final budget to be presented to the next meeting.

- 8.4.2. In discussion it was noted that catering staff are not employed by the school and that a charge of £2.05 for nursery meals will be applied with effect from April 2016, in line with costs of other school meals.

- 8.4.3. The staff training budget has been reduced to balance the budget but some training can be provided in house via whole school INSET.

8.5. Daycare and Nursery Fees 2015/16

It was reported that the 2015/16 budget had set day care expenditure based on 20% of the running costs of the provision as a whole. An end of year adjustment was made to reflect the actual number of day care places provided. Fees could be increased to try to generate additional income but this may affect demand for the provision as fees would exceed those charged by the private and voluntary setting closest to the school. Provision locally was discussed and the recommendation of the Headteacher accepted to retain day care in principle in order to maintain a social mix which is reflective of the local area and as recruitment and retention for the school but not to increase fees in 2016/17. The School may advertise in order to try to increase uptake locally which is expected to rise following completion of local housing developments.

The draft budget was accepted.

**9. HEADTEACHER'S REPORT**

- 9.0. This was received and accepted, with the following elements discussed by Governors.

9.1. Baseline Assessment in Reception Year

The Head reported that the DFE are not proceeding with this as a statutory requirement, however the school will use its own assessment system on entry.

9.2. Presentation of Key Stage 1 Data

Predictions were noted for the year end. The data is specific to the school with a pupil tracker system used following the demise of levels and average point scores. In discussion, it was noted that no progress measure is shown for boys in Eagles. This is an administrative error. There is no significant difference in attainment with girls.

9.2.1. **Q.** What constitutes good progress?

**A.** 3 tracker points per annum. Significant work has been done to moderate assessments internally with these believed to be realistic and consistent between staff. More able children achieve a broader level of development including mastery. End of year data is expected to be secure but there is a need to consider comparability on transition from the Early Years Foundation Stage to Key Stage 1.

9.2.2. **Q.** Is special educational needs data included?

**A.** Assessment data for children identified as having special educational needs is included. It was noted that children identified as having SEND may be working within P-Levels and separate documentation is kept for each child to show the progress made. The school is confident that children with special educational needs are making good progress as evidenced by school documentation with this used to devise Individual Education Plans. School is unsure how RAISEonline documentation is being amended to reflect revised assessment systems.

9.3. Pupil Data

This school has increased pupil numbers compared with last year with only two vacancies in year 2. The Local Authority have allocated 84 places for Reception 2017 intake. Although this is below our 90, a significant number of late applications still need to be processed so the school is expecting to be full. Completion of nearby residential developments should contribute to intake in the future.

9.4. Visit of School Effectiveness Advisor

Reports will be e-circulated by the Head to governors following visits which included consideration of maths teaching in school, book scrutiny and review of marking. Areas for development include use of support staff in whole class sessions.

**Action:** Headteacher to send SEA Report to Chair outside of meeting.

**10. SCHOOL IMPROVEMENT PLAN 2015-16: REVIEW OF KEY PRIORITIES 1-3**

10.1. Priority 1 Assessment Procedures

Most milestones for March 2016 have been achieved. An outstanding action is the update of the assessment policy re Early Years' aspects. It was also noted that due to a shortage of health visitors most 2 year old checks have been undertaken by school staff with some negotiated input from a health visitor.

10.2. Priority 2-Develop Consistently High Quality Teaching In Maths

It was reported that teaching is considered to be at least good following the introduction and consolidation of a new maths scheme. Conduct of parent workshops is still outstanding but scheduled for this term. In response to a comment from the Chairman, the Headteacher agreed to refer the '50% of lessons graded outstanding' that was originally scheduled for end of March 2016 to the end of July 2016.

10.3. Priority 3-Develop School IT Capacity

A computing scheme of work is in place with computing objectives taught to the children. Installation of a new server has facilitated better cross site working. Nursery IT provision is being developed through the use of tablets.

**11. EDUCATION WHITE PAPER AND WALTHAM FOREST LEARNING TRUST**

11.1. A written report was received and considered from the Chair noting that the national policy context is now committed to all school becoming academies by 2020, or having plans to do so by 2022. It was noted that LBWF is in the early stages of appraising options for establishment of a Waltham Forest Learning Trust. It was also

noted that OFSTED inspection is due shortly so unanimously **AGREED** to support the recommendations of the report being to:

- Note both the recent Government commitment to all schools becoming academies by 2022 and the recent decision by the London Borough of Waltham Forest to conduct an options appraisal on the formation of a Waltham Forest Learning Trust.
- Defer a decision regarding Academy status until our OFSTED inspection has taken place and we have more detail on the implications of the LBWF planned Waltham Forest Learning Trust.

## **12. SAFEGUARDING**

12.1. Attendance at training in March 2016 was reported by Ms Williamson (Safeguarding LINK Governor) and Mr MacLellan.

**ACTION:** KW to circulate details of the training received and its implications for the Governing Body following discussion with the school.

12.2. Governors were advised that the school had recently contacted the community cohesion team within the local authority to seek advice and clarification. Advice is sought regarding any proposed referrals with support received from other professionals as appropriate.

12.3. Governors were informed that the new model safeguarding policy had now been received. Senior staff, together with the Safeguarding Link Governor, will review the policy alongside the early years' model policy and this will be emailed to governors for their consideration before the next GB meeting.

## **13. ANY OTHER BUSINESS**

13.1. Payment re Expenses Incurred by the Headteacher

This was **AGREED** per a report circulated.

13.2. Year 1 Admission Appeal

This was considered and discussed with the Headteacher authorised to make representation consistent with the report presented.

**ACTION:** Headteacher.

13.3. Advice from Governor Services re Online Training Forum

This was noted.

13.4. Revised Disclosure and Barring Service Requirements With Effect From September 2016

These were noted.

13.5. Agreement of Confidential Minutes

Consideration of these was deferred to the next meeting following the departure of Mrs Ludi Capelan and Mr Craig Leither at 9.05 p.m. making the meeting inquorate.

## **14. DATES AND TIMES OF FUTURE MEETINGS**

14.1. Governing Body Meetings

These were noted for 5 May 2016, 9 June 2016 and 7 July 2016 at 7pm at the School.

14.2. Summer Term Governors' Briefing

This will be held on Thursday 16 June 2016 venue to be advised.

Summer Term 2016

The meeting ended at 9.15 p.m.

Chair: ..... (print)

..... (sign)

Date: .....