

Chapel End Infant School and Early Years Centre Governing Body
Thursday, 9 June 2016 Minutes of the meeting of the Chapel End Infant School and
Early Years Centre Governing Body held at the school at 7.00pm

Present:

Mr Alistair MacLellan – Chair (Local Authority Governor)

PARENT GOVERNORS

Mr Grant Jacobson

Ms Milena Lacheva

CO-OPTED GOVERNORS

Ms Kate Williamson – Ms Williamson arrived at 7.20 p.m.

Mr Craig Leither

HEADTEACHER - voting

Ms Theresa Martin

Also present: Mrs Debra Noakes, Deputy Head Teacher

Clerk to the Governors: Julie Cornelius

1. WELCOME AND APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mrs Ludi Capelan, Mr Terry Toomey, Ms Mel Sevinc and Mrs Antoinette Strydom.

2. QUORUM

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

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

The Chair advised that a confidential item would be discussed at the end of this meeting.

5. MINUTES

The minutes of the meeting held on 5 May 2016 were approved.

6. SEA (School Effectiveness Adviser) REPORT

Governors considered the following papers.

1. London Borough of Waltham Forest School Effectiveness Advisor Visit Report – 17 May 2016
2. NGA Self Evaluation Tool – '20 Questions every Governing Body should ask itself'

6.1 London Borough of Waltham Forest School Effectiveness Advisor Visit Report – 17 May 2016

The Headteacher made the following comments.

- Objectives of the visit were to support the school in being ready for an Ofsted inspection; and monitor progress on outcomes for EYFS/Year 1 Phonics assessment and KS1 assessment.

- The report received was a positive one, particularly with regard to Early Years, including Reception.
- The School Effectiveness Adviser (SEA) discussed the use of the outdoor area to ensure that children are able to use this area as early as possible during the school day.
- The Maths Co-ordinator has now met with the Early Years Assistant Headteacher to discuss and to observe maths in EYFS.
- The school has been unable to appoint a suitable Literacy Co-ordinator. The Headteacher is giving consideration to restructuring Middle Leaders to assign them responsibility for phases, rather than subject areas.

Q. With reference to the third bullet point on page 2 of the report and where it states: 'While the 2015 writing outcomes were high with 75% children at Age Related Expectation or above, the writing observed in books did not evidence more extended writing by those children exceeding expectations.' What has been done to address this?

A. The Headteacher said the Assistant Headteacher for Early Years has begun working with the more able children to carry out extended pieces of writing. The Headteacher said she is not unhappy with the level of writing, but the comments from the SEA have been taken on board. The Headteacher said she believes that Chapel End was being compared with some other schools that adopt a more formal approach in Reception.

Q. What do you mean by a more formal approach?

A. The Headteacher said the EYFS curriculum is a 'play' based curriculum and at Chapel End, this ethos is maintained throughout the Early Years phase. The amount of time that children are expected to sit at tables in a formal setting is kept to a minimum. Children were learning to read and write, but being encouraged to engage in reading and writing in lots of different situations.

Q. What did the SEA mean by 'more extended' writing?

A. The Headteacher said the SEA had suggested staff from Chapel End visit another school to look at extended writing. Arrangements would be made to organise a visit.

[Kate Williamson arrived at 7.20 p.m.]

Q. With regard to the classroom environments and where it states: '... were sometimes marred by cluttered surfaces.' What does this mean?

A. The Headteacher said this referred to hats and coats collected on window sills and that steps had been taken to address this.

Q. Please provide further information in relation to the 'gap between the attainment of EAL and non-EAL pupils in Year 2'?

A. The Headteacher said this is due to the nature of the cohort. The three children in Year 2 who have an Education Health Care Plan (EHCP), are all EAL children. These children are working at 'P' levels which are very low levels relative to expected outcomes and will impact significantly on outcomes for the group.

Q. What is being done to address low attendance levels (93% in Reception)?

A. The Deputy Headteacher said a two-tiered approach was in place. When attendance drops to 95%, a blanket letter is sent to the parents of those children. When attendance drops to 90%, individual letters are sent to those parents. The school will access the various resources available to address low attendance. This includes the Educational Welfare Officer (EWO), Early Help and the school nurse where relevant.

Q. Is the school confident that attendance levels will return to expected levels?

A. The Deputy Headteacher said this is difficult to answer. Actions that can be legally enforced for older children cannot always be enforced for the Reception age group. The Headteacher said she has discussed, with the Chair of the Governing Body, undertaking a review of the Attendance Policy. A particular issue is when children are absent from school, either side of a school holiday.

Q. When is the next SEA visit date?

A. The Headteacher said this will take place in the autumn term – the date is to be confirmed.

6.2 NGA Self Evaluation Tool – '20 Questions every Governing Body should ask itself'

The Chair reported the following and made reference, where applicable, to the answers given to the '20 questions every Governing Body should ask itself'.

- **Question 1:** In respect of the Co-Opted Governor vacancy, the Chair has spoken with a potential candidate who has financial skills. A National Governor Association (NGA) skills audit, completed by Governors in September 2015, identified that the Governing Body would benefit from the appointment of a Governor with strong financial skills.
- **Question 2 – effectiveness – are we as effective as we could be?**
The Chair noted that it would be beneficial to develop and to strengthen the Link Governor programme, for it to become more focussed, and for Link Governors to visit the school on a more regular basis.
- **Question 5 – How do we make use of good practice from across the country?**
With reference to best practice and in addition to the Chair's comments within the report, the Headteacher said a member of the Nursery staff has been working with the Local Authority to share practice.
- **Question 6 – Do we carry out a regular 360° review of the Chair's performance and elect the Chair each year?**
The Chair will be undergoing a 360° review before the start of the academic year; this is the Chair's first year of office.
- **Question 9 – Does the school have a clear vision and strategic priorities? The Headteacher reported that the school has identified strategic priorities. The school vision statement was drawn up in consultation with all stakeholders some time ago and a review would be timely.**
The Chair will lead a review of the school's vision.
- **Question 11. How effectively does our strategic planning cycle drive the governing board's activities and agenda setting?**
The Chair is keen to exercise control over the agenda cycle of business setting.
- **Question 17. How well does our policy review schedule work and how do we ensure compliance?**
The Headteacher said the School Business Manager has been compiling a schedule of Policy review dates.
- **Question 18. Do we know how effective performance management of all staff is within the school?**
Kate Williamson, Co-Opted Governor, said, alongside another Governor, she had reviewed performance management. A proper review of performance management takes place and staff progression, which is monitored by the Senior Leadership Team, is evident.
- **Question 20. Are we having an impact on outcomes for pupils?**
The Headteacher has provided Governors with relevant information and Governors have been requested to address any comments to the Headteacher. It was suggested that because there are some Governors who are relatively new to the Governing Body, they should visit the school to look at the Read Write Inc (RWI) programme. A Governor spoke

about how in the past, Governors had attended school, during a SEA visit. This was beneficial to Governors in that they were able to see lesson observations, etc.

- Conclusion

The Chair said the self-evaluation of the Governing Body had been a worthwhile and positive exercise. The Chair will follow up any actions identified from the evaluation.

7. VERBAL HEADTEACHER'S REPORT

Business Manager

As previously notified, the Office Manager is retiring at the end of September 2016. It is the intention to fill this vacancy with a Business Manager; an advertisement will need to be placed.

Literacy Lead vacancy

This position is being re-considered within a review of staff responsibilities across the school. A model that involves a member of staff being responsible for a Year group and the curriculum within that Year group, rather than responsibility for individual curriculum areas is being considered. The Headteacher indicated that this is a model used in other schools.

Staffing

There is a teacher in Year 1 who is employed through an agency and who has agreed to stay for the autumn term. This is a mutually beneficial arrangement that will be reviewed during the autumn term.

KS1 SATS

The standard scores following the SATS tests are not looking as positive as we would like. The scores suggest a lower percentage of children working at expected standards, in comparison to teacher assessment indications. This year's SATS tests were structured much more formally than in previous years and there is a shift from a 'best fit' requirement to a 'meets all' requirement for teacher assessment, both of which will impact on outcomes.

Staff were in the process of analysing and moderating outcomes. A review of books, teacher assessments and test outcomes (a triangulation process) will take place; the Headteacher and Deputy Headteacher will work with Year 2 teachers in undertaking this process.

Q. When will the review be completed?

A. The Headteacher said the review is already underway and will be completed quickly as data has to be submitted by 24 June.

Q. Is there a particular subject that has been identified?

A. All results are lower than last year but this is expected because of the change in expectations. Results are better in reading than in writing and maths. Children's writing and maths books are being reviewed alongside test papers to determine assessment judgements based on a range of evidence.

AGENDA ITEM (for July meeting): KS1 SATS: the key issues that have arisen and how these will be addressed.

8. LINK GOVERNOR PROGRAMME

Governors considered a report of the Chair on a refreshed Link Governor programme.

The report set out a proposed extension of the current programme from six roles to nine. The report also provided proposed Terms of Reference for each Link Governor role and a model Governor reporting sheet to enable effective reporting on Governor visits.

Governors **agreed** that a Link Governor for Looked After Children was not required; this would form part of the remit of the Safeguarding and Child Protection Link Governor role.

Governors **agreed** the Curriculum Link Governor role should be split into two separate Link Governor roles; one for Key Stage 1 and the other for Early Years.

It was suggested that a Website Link Governor was appointed. A Governor suggested that perhaps this should be an IT Link Governor role.

Governors **agreed** to adopt the proposals in principle, and the Chair noted that the programme would be formally adopted from September 2016.

9. SELF EVALUATION FORM (SEF/SDP)

Governors had received a report: Chapel End Infant School – Self Evaluation May 2016.

The Chair said the proposal is to work towards producing an executive summary (more concise and focussed) of the key information contained within the SEF.

In respect of the report presented to Governors, the following was noted.

The Chair said he was pleased to see SEN information included at the beginning of the report.

Page 2: In respect of the additional funding received from the Local Authority, to employ an additional member of staff to enable key workers to deliver programmes of support for children, the Chair said it would be beneficial for Governors to understand from where that funding originated; an explanatory footnote would be useful.

Page 3 (section on Overall Effectiveness): In respect of the second paragraph in which it states: 'The school judges its overall effectiveness to be good ... develops positive attitudes to learning and secures good outcomes for pupils', the Chair said it would be useful to provide information on explicit outcomes.

Relationship with the Junior school: It would be good for Governors to receive feedback on collaborative working with the Junior school. In respect of this, the Headteacher said the Deputy Headteacher has met with the Deputy Headteacher at the Junior school to discuss transition arrangements. Next week, Year 3 teachers from the Junior school, will spend a day with Year 2 teachers, to get to know the children and to hold discussion with teachers. Moderation sessions will take place between year 2 and year 3 teachers for reading, writing and maths. The Deputy Headteacher said this was a positive experience last year and it is hoped it will be the same again this year.

Page 7 – final bullet point: It was noted that parent surveys indicate that increasing numbers of parents are aware of the Governing Body and its role in school. A parent survey is usually administered during the summer term.

ACTION: The Headteacher will send to the Chair, the parental survey that has been used during the previous couple of years and a decision made about whether to use the same survey or develop a new one.

Page 11 - Areas for development: The Chair requested that this be more clearly highlighted.

ACTION: The Headteacher

Page 11 – Visual data: The Chair said it would be beneficial to include within the progress data table, a column for expectations.

ACTION: The Headteacher to include this information.

Page 12 and 13 – Attainment and Progress data – February 2016 for Nursery and Reception: This data was highlighted and it was agreed this was a useful visual tool for Governors. The Headteacher said the tracking points included within the data, are specific to the use of the School Pupil Tracker. This is intended as a tool for staff to see if children are on track and to monitor that key groups are in line with other groups.

Q. Have the British Values Drama workshops (noted at the bottom of page 24) taken place?

A. They are taking place next week.

Page 32: A Governor said it was pleasing to see the emphasis on inclusion.

Throughout the document, there were references to many of the judgements being supported by evidence. A Governor noted that Governors would need to see what underpins that statement.

10. SAFEGUARDING (standing item)

A Safeguarding Action Plan has been completed; there are deadlines in place in respect of actions required.

ACTION: The Deputy Headteacher will provide a breakdown of attendance data for each year group.

It was noted that it is clear within the School Prospectus what parents need to know in respect of collection of their child.

The Chair reminded Governors about the new DBS requirements; that is that all new Governors are required to undergo a DBS check within 21 days of joining the Governing Body; and existing Governors are required to confirm their DBS check.

The new Safeguarding Policy has been presented to all staff.

ACTION: The Safeguarding Action Plan will remain under review.

11. AUDIT OF THE SCHOOL'S WEBSITE AND STATUTORY PUBLICATION OF INFORMATION

The Chair presented Governors with a one page sheet on 'Chapel End Infant School and Early Years Centre – Twitter protocol – June 2016.' The Chair had attended a training course on E-Safety. An element of the training focussed on guidance in relation to the use of Twitter.

The Charging Policy and Pupil Premium Report have been uploaded to the school website.

ACTION: To review the Accessibility Plan

12. SCHOOL POLICIES

Scheme of Delegation document

The Headteacher has circulated the Scheme of Delegation to all Governors. The Chair and Grant Jacobson have reviewed this document.

ACTION: Other Governors to review the Scheme of Delegation ahead of the next Governing Body meeting taking place on 7 July.

School Emergency Response Plan

The Plan is in place; the level of detail needs to be reviewed.

ACTION: The Plan should link with Chapel End Junior Academy.

ACTION: Kate Williamson to discuss the School Emergency Response Plan with Rushcroft, a local Secondary school and to liaise with Mrs Debra Noakes, Deputy Headteacher, in respect of this.

13. GOVERNORS' TRAINING

Governors had received a document detailing courses attended by members of the Governing Body, from 9/6/2014 to 9/6/2016.

The Chair expressed his thanks to Craig Leither for e-mails received, regarding training bulletins.

ACTION: Governors to e-mail the Chair if attending training; the Training Log will be updated to reflect information received.

14. GOVERNOR SERVICES SLA FOR 2016/2017

Governors to confirm the agreement of the Governor Services' SLA for the financial year 2016/2017. This includes the appointment of the Clerk to the Governing Body.

The recommendation is that Governors adopt the Gold Service Level Agreement. Taking into account the number of meetings that take place, it is more cost effective to buy into this level of service.

The Governing Body **agreed** the Gold Service Level Agreement with Governor Services.

The Governing Body **agreed** to appoint Julie Cornelius as their Clerk.

15. SCHEDULE OF MEETING DATES

ACTION: The Headteacher will circulate to all Governors, a list of proposed meetings for the new academic year.

16. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

The next Governing Body meeting will take place on Thursday 7 July at 7 p.m. at the school.

Agenda items:

1. KS1 SATS: outcomes and identification of key issues that have arisen and how these will be addressed.

Governors' briefings: The Chair will attend the next Governors' Briefing, taking place on 16 June.

17. ANY OTHER BUSINESS

End of Year accounts 2014/2015

Governors were presented with a one-page document, detailing the school financial end of year accounts for 2014/2015. The document, signed by the Office Manager on 16/10/2015, was agreed on 27/11/2015 by Beverley Shore, School Manager, Hoxton Garden School, in her capacity as Auditor.

Audit of the Governing Body minutes

The following information should be formally recorded.

1. The Complaints Policy was circulated to Governors and was previously discussed. Governors **agreed to ratify** the Complaints Policy.

2. Governors **agreed** the Model Financial Regulations.
3. Governors **agreed** the Best Value Statement.
4. Governors **agreed** the School Fund account and **agreed** the appointment of Beverley Shore as Auditor.
5. Income and expenditure within the record of financial accounts for the year end 2014/2015, is: Income - £3079.14 and Expenditure - £7249.88.

ACTION: The Chair of the Governing Body to sign the Best Value Statement and the Model Financial Regulations.

The Nursery

The Headteacher said she would like to propose closing the Nursery for one day (Friday 15 July), to enable staff to meet with parents; meetings would take place throughout the day.

Governors **agreed** to close the Nursery on Friday 15 July, to facilitate parent/staff meetings.

Confidential items

These are noted under confidential items. All remained present.

The meeting ended at 9.35 p.m.

Signed.....

Date.....