

**MINUTES OF THE MEETING OF THE
CHAPEL END INFANT SCHOOL GOVERNING BODY
HELD ON THURSDAY 5 MAY 2016
AT 7 P.M.
AT THE SCHOOL**

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

PARENT GOVERNORS

Mr Grant Jacobson
Ms Mel Sevinc

CO-OPTED GOVERNOR

Ms Kate Williamson

HEADTEACHER - voting

Ms Theresa Martin

STAFF GOVERNOR

Mrs Antoinette Strydom

Also present: Mrs Debra Noakes, Deputy Head Teacher – papers only
Mrs Joan Smith, Office Manager

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 were received and accepted from Mrs Ludi Capelan, Ms Milena Lacheva, Mr Terry Toomey and Mr Craig Leither.
- 1.3 Apologies for absence not accepted
There were no Governors to whom this was applicable.
- 1.4 Quorum
The Clerk confirmed the meeting was quorate – five Governors are required for a quorum – six Governors were present.
- 1.5.1 Notice of Any Other Business/Confidential items
 1. Agenda item 7. Staffing restructure, is noted as a confidential item.
 2. Governors to receive and agree the confidential minutes of the Governing Body meeting held on Thursday 11 February 2016.

2. DECLARATIONS OF INTEREST

- 2.1 Governors to declare any interests they have in any of the following agenda items
There were no Declarations of Interest.

3. GOVERNING BODY

3.1 Clerk to confirm GB membership – noting current vacancies and to identify members whose term of office will end before the autumn term 2016

There is one Co-opted Governor vacancy.

3.2 To consider disqualification due to non-attendance (the Governing Body may decide to allow absence for purposes of non-disqualification)

There are no Governors to whom this applies.

3.3 Self Declaration forms – to ensure that Governor Services have updated information on Governors

[Completed Clerk's action: The Clerk to request Governor Services to confirm this information is up-to-date.]

4. MINUTES

4.1 To receive the Minutes of the Governing Body meeting held on 21 April 2016

Governors received and **agreed**, as a true and accurate record, the Minutes of the Governing Body meeting held on 21 April 2016. The Chair signed a copy of the Minutes for retention at the school.

4.2 Matters arising

4.2.1 **Minute 3.1 – Governing Body membership:**

The Chair said, following Claire Fear's resignation, there is one Co-Opted Governor vacancy. Governor Services have sent the Chair, details of a suggested candidate to fill this vacancy. The Chair and the Headteacher will meet with this person as soon as possible; this will be prior to the next Governing Body meeting.

ACTION: The Chair to report back to Governors.

The Chair said, should this post be filled, the new Governor would participate in a formal induction process, including an introduction to the school.

4.2.2 **Minute 5.1 – Governor Services Service Level Agreement (SLA) 2016/2017:**

ACTION: The Chair will review, with Governor Services, the SLA for next year.

4.2.3 **Minute 6.2 – Matters arising from the Minutes of the Governing Body meetings held on 28 January 2016 and 11 February 2016:**

The Chair reported one significant action was in relation to staffing – this will be discussed as a confidential item, under agenda item 7.

ACTION: The Chair will e-mail Governors outside of this meeting, in respect of any outstanding actions.

4.2.4 **Minute 8.2.6 – Match Funding Bids:** The Headteacher said there is sufficient money in the Capital Budget to cover all match funding. Governors agreed that match funding works should go ahead. A letter has been received from LBWF, confirming the school has qualified for some capital funding for lightning protection and the school boiler.

4.2.5 **Minute 13.2 – Year 1 Admission Appeal**

The Headteacher said the appeal was upheld. As a consequence, there are now 31 children in one of the Year 1 classes. The appeal was upheld on the basis that the Borough's Admissions team did not complete the process within the designated time. Educational funding is in the process of being applied for on behalf of this child.

5. BUDGET 2016/2017

Governors were presented with the following documents:

1. 2016-2017 Ratified Budget Summary Sheet and Declaration for Chapel End Infant School & Early Years Centre.
2. Chapel End Infant School & Early Years Centre Budget 2016/2017.
3. 2016/2017 Budget and 2017-2018 Summary sheet and declaration for Chapel End Infant School & Early Years Centre.
4. Budget Share summary 2016-17.
5. 3 year budget plan

Mrs Joan Smith, the Office Manager and the Headteacher presented the following.

- 5.1 In-depth discussion of the budget took place at the last Governing Body meeting and following that meeting, Joan Smith had sent up-to-date information to Governors.
- 5.2 The Headteacher said the school has now been notified that some local authority underspend High Needs funding is being used to pay for the PRU (Pupil Referral Unit). This remains in the budget at present and amounts to approximately £2K.
- 5.3 There is some slight re-allocation from one budget code to another.
- 5.4 There are some minor adjustments due to salaries, on-costs, etc.
- 5.5 Referring to the three year budget presented to Governors, Joan Smith said the income is the same, with the exception of SEN funding where there will be a reduction. This is because, moving forward, the current SEN pupils will not be on roll.
- 5.6

Income:	£2,220,077
Revenue expenditure:	£2,220,077
Carry Forward:	£89,241 – this is made up of three parts.
- 5.7 Governors **agreed** to ratify the budget. The Chair signed a copy of the budget.

[Joan Smith left the meeting at 7.20 p.m.].

6. VERBAL HEADTEACHER'S REPORT TO GOVERNORS

It was noted that a detailed Headteacher's report was presented to Governors at the last Governing Body meeting. The Headteacher provided the following update.

- 6.1 An advertisement was placed in the TES for a Literacy Lead to start in September this year. There were two applicants but neither was shortlisted. In respect of teacher recruitment, a Governor spoke about a local Academy Trust who were offering Inner London Weighting (ILW) to teaching staff. The Headteacher said there are a number of schools offering ILW and she added that further consideration must be given to teacher recruitment.
- 6.2 The last Headteacher's report included data tables and Governors had the opportunity to discuss attainment and progress for more able pupils. Staff at that time, were still becoming familiar with mastery/deeper learning judgements. Updated data tables, including mastery judgements, now appear in the Self Evaluation Form (SEF), replacing those included in the previous Headteacher's report.

6.3 SATs commenced this week.

Q. Did any parents boycott the SATs?

A. The Headteacher said there were two parents who did not send their children to school as a protest against the SATs. The school also received letters from two parents, who had sent their children to school, but within their correspondence, had expressed their support with the recent public condemnation of the SATs.

6.4 A visit by the School Effectiveness Adviser (SEA) should have taken place yesterday afternoon, but unfortunately this was postponed because the SEA was unwell; the visit has been rescheduled for 17 May. The Headteacher and senior staff conducted the planned Learning Walks and lots of positive things were seen across both sites. This included many positive developments with the outside area in Early Years. The Headteacher suggested it would be beneficial for Governors to visit the school to look at this area; an area which she said, staff had developed on a limited budget. During the re-scheduled SEA visit, areas in addition to literacy and numeracy would be reviewed.

7. STAFFING RESTRUCTURE

This agenda item will be discussed under confidential items at the end of the meeting.

8. SELF-EVALUATION FORM (SEF) AND SCHOOL DEVELOPMENT PLAN (SDP)

Governors were presented with the following documents:

1. Chapel End Infant School – Self Evaluation – May 2016
2. Chapel End Infant School & Early Years Centre Improvement Plan 2015-2016

8.1 The Headteacher said these documents are always a 'work in progress'. In respect of the content of these documents, the Headteacher said she would always welcome Governor feedback.

8.2 The SEF

8.2.1 The Headteacher drew Governors' attention to pages 12, 13 and 14; detailing attainment and progress for reading, writing and maths.

ACTION: Governors were asked to review this data and to contact the Headteacher with any comments.

8.2.2 A new maths scheme was introduced in September. The introduction of the scheme has supported improvements to the teaching and learning of mathematics but as with all new initiatives, time is needed to embed practices and for positive outcomes to be fully realised. For example, Year 2 teachers have found that there were gaps in children's knowledge and understanding of some concepts because these children, had not followed the scheme throughout year 1. It is expected that through the teaching of pre-requisite knowledge, by the end of Year 2, most of these children will be working at least at expected end of KS1 standards.

8.2.4 The Headteacher asked Governors to review the SEF and where applicable, to send her any comments.

8.2.5 Personal Development, Behaviour & Welfare section on page 15

The Headteacher said consideration needs to be given to this section, in terms of its content. This section has not been amended for some time.

8.2.6 Discussion took place relating to the length of the SEF. The Headteacher said the information contained within the SEF is required but agreed that summarising this information would be beneficial.

8.2.7 **Q. Please provide further information about the role of the Teaching Assistant (TA) in supporting learning?**

A. The Headteacher said TAs undertake much of the same training (INSET) as teachers; the TAs' working day has been re-organised to enable their participation in training. Looking at specific examples, the Headteacher said TAs are trained in the same way as teachers, to deliver the Read Write Inc (RWI) programme. TAs took part in maths training, relating to the new scheme of work. The Headteacher has asked teachers to share planning with TAs for all areas of learning.

Something that arose from the Learning Walk, is how TAs are used in afternoon sessions. The TAs support of literacy and maths is very focussed, but afternoon sessions are not so focussed and this is something that will be addressed.

8.2.8 **Q. How do you make sure activities are pitched at the right level?**

A. The Headteacher said that the use of schemes of work helps in terms of identifying what needs to be taught at each stage. However, it is mainly through ongoing assessment for learning (AfL) that identifies what children know and ensures that new learning experiences are planned to enable children to build on that in order to move their learning forward. **8.2.9Q. How do you use Early Years Foundation stage data to inform teaching, e.g. in maths?**

A. The Headteacher said when children arrive in Year 1, from Reception, teachers will use the 'Development Matters' framework and will only move children on to Year 1 work if those children have covered the bulk of 'Development Matters' objectives. Additionally, handover discussions take place with staff from Reception and Year 1, to ensure that relevant information is exchanged.

The Maths Subject Leader is now making arrangements to spend time in the Nursery, Willow Room and in Reception, to ensure she has a good understanding of what has been taught in Early Years. During the last School Effectiveness Adviser (SEA) visit, it was noted that children (particularly in Year 1) were working on things they had already learnt.

The Headteacher has held a number of discussions with the Subject Leader in relation to this.

8.2.10 **Q. Do Subject Co-ordinators have an opportunity to feedback to colleagues and the Senior Leadership Team (SLT)?**

A. The Headteacher said, at SLT meetings, there is the expectation that colleagues will provide feedback.

8.3 School Improvement Plan

The Chair said, at the last Governing Body meeting, priorities 1 to 3 were reviewed by Governors. This evening, priorities 4 to 6 will be reviewed.

8.3.1 Key Priority 4 – Develop depth and breadth of reading to secure the school's very good outcomes for reading

8.3.1.1 **Q. Is the school on track with priorities?**

A. The Headteacher said the Deputy Headteacher has organised practice phonics screening, which has enabled her to identify exactly where children are struggling. Consequently, where required, children are receiving ten minute, one-to-one sessions to focus on specific learning needs.

8.3.1.2 Q. The school currently does not have a Literacy Co-ordinator – is this having an impact?

A. The Headteacher said this is not impacting on the children but it does have an impact on the Deputy Headteacher's time and workload. A Governor highlighted to Governors that the Deputy Headteacher already has responsibility for safeguarding and inclusion, as well as the responsibilities that are an integral part of the Deputy Headteacher role; the Governor said Governors should be fully aware of this.

The Headteacher said the school has been without a Literacy Co-ordinator for a year and as noted in minute 6.1 above, the school remains unable to recruit to this role. This is something the school is looking to address.

8.3.1.3 Q. Please provide further information about a small number of SEN children who are finding Read Write Inc (RWI) difficult?

A. The Deputy Headteacher said this is an issue and one that has been raised at Development Days, with the RWI Trainer. The response from the trainer is that, with work, these children will learn to blend. The Deputy Headteacher said this is something that the school is reviewing.

Q. What would the solution look like?

A. It would be possible to organise some alternative provision during the hour this is being taught, but this would require a member of staff. Additionally, it is necessary to ensure these children are not always being taught by a Teaching Assistant. There is a lot to consider and this is being done.

8.4 Key Priority 5 – Sustain and develop the good quality of teaching in writing

8.4.1 The Headteacher said a lot of time has been spent reviewing the school's writing provision; a new scheme of work is now in place.

8.4.2 Friday mornings have been reorganised to allow better use of time and to facilitate a big writing session. This needs time to embed before being analysed.

8.4.3 There still remains a boy/girl gap but this is smaller than it was last year. The three children in Year 2, with a Statement of special educational needs, are all boys.

8.5 Key Priority 6 – Outdoor provision and learning

8.5.1 The Headteacher said there are lots of outdoor activities taking place.

8.5.2 Lots of work is being carried out in Willow and Nursery.

8.5.3 Suntrap training sessions have been attended by a number of staff.

8.5.4 'Den' day and National Empty Classrooms Day is taking place on 17 June; this will involve lots of different outdoor activities.

9. AUDIT OF THE SCHOOL'S WEBSITE AND STATUTORY PUBLICATON OF INFORMATION

- 9.1 The School Effectiveness Adviser (SEA) has checked the school website.
- 9.2 Governors discussed those items that must (with reference to Ofsted guidance) appear on the school website.
- 9.3 The SEA has requested the school to check its Accessibility Plan to ensure it complies with paragraph 3, schedule 10 of the Equality Act 2010.
- 9.4 The Charging Policy has been updated but needs to be uploaded to the school website.
- 9.5 Updates are required within the Governors' section. In respect of the Governors' section, the Chair said non-confidential minutes of Governing Body meetings should be uploaded to the school website.
- 9.6 Desirable aspects of the school website
- To set up a Twitter feed.
ACTION: The Chair will organise this.
 - A secure area for Governors.
 - A Governor suggested downloadable forms for school trips but it was noted this would not be possible because of the Parent Pay system that generates individual letters for each child.
- 9.7 The Chair said the Pupil Premium section looks like it may need to be updated.
ACTION: The Headteacher will check this. She said it may just need to be uploaded.
- 9.8 The Chair said consideration needs to be given to appointing a website Link Governor; the previous postholder has now resigned from the Governing Body.
ACTION: To further discuss.
- 10. SAFEGUARDING**
Three policies were e-mailed to Governors, last week. This included:
1. The Safeguarding Policy 2016
 2. The Whistleblowing Policy
 3. The Confidentiality Policy 2016
- 10.1 The Safeguarding Policy 2016 –is a model LBWF Policy. The Headteacher said a review took place, of the model policy for schools, together with the model policy for early years, to ensure that all aspects of our provision were covered by a single policy.
- 10.2 The Confidentiality Policy is referenced within the Safeguarding Policy.
Q. Is there any reason why the review date for this Policy is four years?
A. Governors **agreed**, that for consistency alongside the other two policies noted above, this policy should be reviewed annually. The Headteacher said this policy would only require to be changed if there were amendments within the Safeguarding Policy that impacted on this policy.
- 10.3 The Deputy Headteacher asked Governors to note the new sections on PREVENT, FGM and harmful sexual behaviour. The Chair referred to PREVENT training for which Mel Sevinc (Mel joined the Governing Body earlier this year) has received

details. It was noted that some Governors have already attended this training and additionally that staff have received PREVENT training.

10.4 Governors **agreed to ratify** the Safeguarding Policy 2016, the Whistleblowing Policy and the Confidentiality Policy 2016.

10.5 The Chair thanked Debra Noakes, Deputy Headteacher for her day to day role in the management of safeguarding. The Chair also thanked Kate Williams in her role as Safeguarding Link Governor. Kate said there is a Safeguarding Action Plan that is on-going and there are areas that continue to be progressed.

ACTION: The Deputy Headteacher to e-mail the Safeguarding Action Plan to Governors.

11. GOVERNORS' TRAINING

11.1 Training Link Governor to report on courses attended by Governors for the term
Mr Craig Leither, Training Link Governor, had sent apologies for this evening's meeting. The Chair noted that Mr Leither had been e-mailing Governors on a regular basis, regarding training opportunities organised through Governor Services.

DEFERRED AGENDA ITEM: Training Link Governor report

12. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

12.1 The next meeting will take place on Thursday 9 June at 7 p.m. at the school.

12.2 Agenda items:

1. Training Link Governor report

12.3 Details of the summer term Governors' briefing were noted on the Agenda.

13. ANY OTHER BUSINESS

13.1 LBWF are holding a meeting regarding the Government White Paper.

13.2 Governor Services are running training on Ofsted inspection.

13.3 Governor Services have convened a Chairs' networking group, taking place on 24 May.

13.4 Kate Williams attended Safeguarding training organised through the Borough.

Kate highlighted the key points.

1. Knowing and understanding the Behaviour Policy and how this is implemented in the school.
2. The impact of the Safeguarding Policy.
3. How, as Governors, do we know the school is making the children safe – looking at the E-Safety Policy etc.
4. Looking at Ofsted section 5.

Kate suggested other Governors should attend Safeguarding training at the beginning of the new academic year. The Headteacher said whole staff safeguarding training (a half day duration) will take place in September; Governors are welcome to attend.

ACTION: The Headteacher to confirm the date of the training at the next Governing Body meeting.

ACTION: Kate to summarise the key points of the safeguarding training attended and to forward this information to Governors.

13.5 **[Completed Clerk's action: The Clerk has forwarded to Governor Services, a School Governor self-declaration form and Code of Conduct, completed by Mrs Antoinette Strydom.]**

14. CONFIDENTIAL ITEMS

14.1 To receive the confidential minutes of the Governing Body meeting held on 11 February 2016.

14.2 Agenda item 7. Staffing restructure

[Mrs Antoinette Strydom, Staff Governor, left the meeting.]

Items 14.1 and 14.2 above are noted under confidential items.

The meeting ended at 8.30 p.m.

Signed.....

Date.....