

**MINUTES OF THE MEETING OF THE
CHAPEL END INFANT SCHOOL GOVERNING BODY
HELD ON THURSDAY 3 NOVEMBER 2016
AT 7.00PM AT THE SCHOOL**

Present:

Mr Alistair MacLellan – Chair (Local Authority Governor)

Parent Governors

Mr Grant Jacobson

Ms Milena Lacheva

Co-opted Governors

Mr Zen Jelenje – Arrived at 7.09pm

Ms Janet McPartland

Headteacher

Ms Theresa Martin (voting)

Also present: Mrs Debra Noakes (Deputy Head Teacher – arrived at 7.12 p.m.)
Julie Cornelius (Clerk)

Clerk to the Governors: Donna Walton

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 The Clerk welcomed all those present to the meeting.

1.2 Apologies for absence were received and accepted from Mrs Antoinette Strydom and Mrs Ludi Capelan and Ms Mel Sevinc.

1.3 The Clerk confirmed that the meeting was quorate.

1.4 Notice of Any Other Business/Confidential items

1.41 The Clerk confirmed the confidential minutes would be discussed at this meeting.

1.42 The Clerk confirmed nominations would be received for the Election of a Chair for the academic year 2016/2017.

The Clerk welcomed nominations for the position of Chair of Governors. The Headteacher proposed that Mr Alistair MacLellan be elected as Chair of Governors for the 2016/2017 academic year; this was seconded by Mr Grant Jacobson. With no other nominations Mr Alistair MacLellan was duly elected as Chair of Governors.

Mr Alistair MacLellan stated that he is keen for Ofsted to happen and see what recommendations are given.

2. DECLARATIONS OF INTEREST

2.1 The Chairman noted he would confirm with Governor services that all necessary forms had been completed and returned by Governors.

Action: Governor Services and Governors

2.2 There were no declarations made pertaining to any of the agenda items for this meeting.

3. MINUTES

3.1 Governors received the minutes of the governing body meeting held on 22 September 2016 and agreed these to be an accurate record of the meeting. The Chair signed a copy of the minutes and these were retained by the school.

Mr Zen Jelenje arrived at 19.09

3.2 Matters Arising

Minute 6. – Subject: Governing Board

The Chair contacted Governor Services who advised that suitable Governor applications will be sent as they arise. He will now send them a reminder and advise that the school would like a Governor with a finance background to fill a gap on the skills audit. Julie Cornelius suggested the Chair contact Inspiring the Future

Action: The Chair to contact Inspiring the Future.

Minute 4 – Subject: The School Effectiveness Adviser (SEA) Visit

The SEA visit took place on 5 October 2016. The Headteacher advised that she would circulate the SEA report. The SEA report was largely positive with areas of development identified for discussion. There was discussion about the role of governors in an inspection and the fact that an inspection was overdue.

Q Do we know when Ofsted will visit?

A It could be at any time as it is now more than 5 years since last inspection.

Governors were advised to read the Governance handbook and look at the Key website to get an idea of what Ofsted are looking for from Governing Boards.

The Headteacher advised Governors that the last Ofsted Inspection judgement was good. The next inspection will be Section 8, a short one day inspection. Governors can read the Section 8 handbook to familiarise themselves with what is expected from Governors, however Governors can also read the Section 5 handbook which provides full details of what Ofsted are looking for.

Q Is School Management confident we are still a good school? Is safeguarding good?

A We are confident that our safeguarding procedures are robust and that we remain a good school. If Ofsted have not collected enough evidence to make a decision about the school on the day or if there are any issues regarding safeguarding, they can convert from a short inspection to a full Section 5 inspection.

Q Do Ofsted have a programme or can you design a visit plan?

A The School will get a telephone call from the Lead Inspector and will be provided with an inspection brief. They will have key areas of investigation; however we will be proactive and will drive the investigation to make sure they see all the good things we are doing at the School.

Mr Grant Jacobson advised that the Lead Inspector will inform the school of what they want to see e.g. SIP, Timetables, Central Records etc. He could not see any reason for the school not passing the inspection. The Lead Inspector will also speak to the children and seek parental feedback from parents in the playground.

Minute 5 – Subject: Emergency Response Plan

The Deputy Head Teacher liaised with Chapel End Junior Academy regarding evacuation and critical incidents, the Plan will be finalised and circulated outside of the meeting.

Action: Ms Janet McPartland and The Chair to review and comment on the Emergency Response Plan.

Deputy Head Teacher clarified that Critical Incidents are when the whole school needs to be evacuated, for example in the case of a real fire. The Headteacher stated it was hard for the school to find a safe space within the school apart from the Courtyard.

Minute 15 – Subject: Governing Board Committees

The Headteacher advised Governors the date for the Pay Committee will be discussed outside the meeting. She also confirmed the date for the Headteacher Performance Management / Appraisal 17 November 2016.

Minute 17– Subject: Random Letter addressed to the School

The Headteacher confirmed no further information was received regarding the recent anonymous letter.

4. LINK GOVERNOR REPORTS

Mr Grant Jacobson sent through a thorough safeguarding audit template for the School which the school will use in future. The Headteacher agreed it was a much better document. The Chair requested the document be circulated to Governors.

Action: Mr Grant Jacobson to circulate the Safeguarding audit template to Governors.

5. BUDGET MONITORING

The Headteacher stated that the New Business Manager, Rosina Gordon, will attend the next Governing Board meeting when budget monitoring is on the agenda, she will prepare the Budget report with notes.

The Chair advised Governors of the training available on Understanding School Finances.

The Headteacher circulated the Budget Monitoring report for 16-17. The Headteacher stated the figures should be 50% spent at this point in the financial year

Q Can you explain the 37% income for 2 year olds?

A The School hasn't had as much income as expected and we need to monitor this through our monthly headcount

Q Why is there a 75% income on Grants: Government/other

A This is due to the timing of payments such as the PE Grant the free school meals grant.

Q What about the budget lines showing zeros?

A The zeros show that we haven't had any income for those areas, i.e. we don't have a Sixth form, no out of borough LAC pupils. Zero indicates no income for that budget line.

Q Why are there a few areas over 50% such as premises?

A We are awaiting the balance of the rate allocations.

Q **What about the agency supply staff spend?**

A We still have one class teacher employed through an agency, we are overspent on the agency supply staff but underspent on teacher pay.

Q **Can you explain the Capital spend at 177%?**

A This is the Match Funding that was applied for after the original budget was set.

Q **Do we still have available funds from Match Funding?**

A No this was already allocated to be spent on the refurbishment of floors

Action: The Chair asked that the notes on variances be more descriptive in future to make them easier for Governors to understand.

Q **When this report is submitted to the Local Authority, do we get feedback?**

A Yes, they will come back to us and ask questions if there are any issues.

Q **Nationally, schools are having a difficult time in managing with the budgets allocated. How do they manage?**

A The Headteacher responded that the school uses benchmarking to monitor its spending against similar schools. The Local Authority no longer shares budget data on local schools. Schools nationally are struggling to manage within allocated budgets.

The Headteacher added that through benchmarking she was confident that the school did not spend much more than other schools on any particular area; although it was becoming increasingly difficult to find a similar school to benchmark against. From speaking to other Heads, budgets are a major concern across the borough.

6. REVIEW GB STRATEGIC PLAN/SELF EVALUATION

The Headteacher distributed the following Chapel End Infant School reports to Governors:

- Self-Evaluation September 2016,
- Anonymised Maths, Writing and Reading outcomes for disadvantaged pupils at end of Year 2
- 2016 Outcome for Pupils
- Plan for PPG spending by item /project 2016/2017
- PPG Report for 2015-16

Q **Page 6 on the Self Evaluation report is highlighted, why?**

A There was still some work to be done on pupil premium reports but this has now been completed. This Pupil Premium Report details how the pupil premium grant is spent and the impact.

Mr Grant Jacobson reiterated that Governors will be asked about this by Ofsted.

Q **What should we be looking for?**

A The school assessment system is based on Children's making 3 points progress per year. A colour coding system is used where pink is below expected, green above and white is the expected level of achievement.

The majority of children do make very good progress in reading because provision has been put in place to enable small reading groups to take place which supports progress in this area.

Mr Grant Jacobson noted that all 20 children were making at least good progress.

Q Is this the same group in each subject?

A Yes.

The Deputy Headteacher pointed out that one child did not make expected progress because he only received limited intervention due to him being transferred from another Local Authority and being moved on after only a short time at the school. However on the whole we have recorded at least good progress throughout the year.

The Chair noted that the progress in Maths was not as good as in reading and writing.

The Headteacher explained that a new maths scheme was introduced this year, which was a bit of a transition. Quite a lot of prerequisite work had to be done with year 2 children who had not followed the scheme in year 1. Teachers will be keeping an eye on this area to make sure they are on top of the progress. Also the Intervention Teacher was off on long term sick leave and although alternative intervention was put in place it was not at the level that we would have wanted it to be.

Mr Grant Jacobson pointed out that 3 points progress was still good.

Q Do the disadvantaged children continue to get help?

A The children will get help in the Junior School they attend, and for as long as the pupil premium funding continues.

Q What is the planned spend for 2016/2017?

A This is similar to last year, although the school has not continued to employ an Intervention Teacher, but is looking at different ways of doing this using its own staff. A Learning Support Assistant (LSA) who is a Qualified Teacher will be deployed to do the Maths Intervention work, with the Deputy Headteacher supporting her in that role. The school is investigating different ways of using the Pupil Premium Funding more creatively going forward.

Q Why are you not employing the Intervention Teacher?

A We cannot afford it, we have to use existing staff rather than buying someone extra in.

Q Can you expand on Maths intervention?

A We are currently carrying out Numbers Count assessments; we will work with the LSA to gather information and to make decisions about how best to manage the interventions.

The Headteacher gave an explanation about Page 22 of the Self Evaluation Report which is highlighted under Welfare. E-Safety Training had been confirmed for 15 November 2016. Mr Peter Lillington, who works for Strictly Education, will deliver the training over one and a half days at the school. This will involve a parent workshop and a workshop with the children. He delivered similar training last year for all year 1 and year 2 students. This year we will

get him to deliver the training during the assembly for year 2s and hold workshops for year 1s.

The Headteacher gave an explanation about Page 23 of the Self Evaluation Report which is highlighted under Attendance Data: July 2016. The Headteacher is confident that the attendance procedures in place will have a positive impact. An attendance newsletter was sent out to all parents emphasising the importance of making sure their children attended school regularly and arrived on time.

Q What do you do if a child is persistently absent?

A We have just started this year's process of sending letters to parents where attendance this term is a concern.

The Deputy Headteacher pointed out that they carried out a lot of work with the children in reception with parents and the school nurse and so far there have been no issues. We put a lot of effort into working with reception children and parents to develop good habits.

The school has received lots of requests for absences around half term and Christmas. A common reason provided by parent almost always involved sick relatives overseas who must be visited.

Mr Grant Jacobson suggested asking them for proof, a doctor's note or report. The school should take a hard line to improve the attendance.

The Headteacher agreed, stating that some schools say they cannot authorise leave either side of holidays. We need to review the policy.

Resolved, that the Absence Policy be amended to require parents and staff requesting absence during term time to provide evidence.

Q What about punctuality?

A Regular late-comers receive a letter after 5 late attendances in a term.

Mr Grant Jacobson advised that in the Local Authority where he works some Governing Bodies have made a formal decision to close the register at 9.10am, anyone arriving later than this is recorded as unauthorised absence for the whole morning.

Q Is punctuality an issue at Chapel End?

A No, very few late arrivals.

The Headteacher went on to explain how the school works to improve punctuality. In Reception classes, children come in and do activities at the start of the school day and the register is delayed for a few minutes to give parents enough time to drop their children off at the Infant and Junior sites first.

7 REFRESHED VISION

The Chair has not progressed much further with the School's Vision Statement. He was expecting an Ofsted report which would have been used as a Benchmark and wanted to include any recommendations in the review of the School Vision. He will refer to the parent feedback and will draft a statement and feedback to the Governors.

Q Is this the same as the draft governors received in June / July?

A No we have not distributed one yet.

The Chair added that the Vision can be used for several years and this was a good exercise.

The Headteacher suggested that the Statement at the front of the SIP and all other policies could serve as the School Vision in that it states what the school is about.

The Chair said he would like it to be very distinctive for Chapel End Infant School based on Play and Outdoors. Some visions could apply to any school anywhere. He would also like it to be time bound i.e. in three years to achieve 'outstanding'.

Q What is the difference between a Vision and a Mission Statement?

A The Mission statement is short term and the Vision is where we want to be in the longer term.

Mr Grant Jacobson suggested it was better to keep it short because if it was too long people do not connect with it. Ms Milena Lacheva liked the reference to caring and sharing. Governors agreed to use the document at the front of the SIP and other policies as the vision statement.

The Chair confirmed that the documents on the website will need to be updated.

8. PARENT SURVEY

The Headteacher distributed the Parent Survey responses – July 2016

This was an online survey posted in July and consisted of 10 questions based on the Ofsted Parent View survey.

The Headteacher stated that the majority of responses were positive with a small number of negative responses.

Survey responses indicated a clear need to communicate more with parents. It was agreed that this could be started by increasing the frequency of the school newsletter from monthly to weekly and keeping the Twitter feed updated.

Q How will the newsletter go out?

A It will be sent by Email, be posted on the website and tweeted to Governors, parents and staff. The newsletter will include the attendance figures for the week, what the school has been up to as well as a small section on the Governing Board.

The Headteacher agreed that good communication with parents was vital but also stated that we must be realistic in terms of what parents are expecting. For example, a Home School Book, for every child is not a reasonable expectation.

Ms Milena Lacheva stated that the one way to make contact with parents is to hold coffee mornings.

Q How often do teachers meet parents?

A There are two formal parents evenings a year and an open school event in the summer term.

The Headteacher reiterated that parents can meet teachers on request at the end of the school day and the Headteacher, Deputy Headteacher or Assistant Headteacher are always available to meet with parents on request. The Headteacher is out in the playground on most days before and after school and has ongoing dialogue with many parents. The school

has also held coffee mornings and workshops in the past, which have had varying levels of attendance.

We are holding a Read, Write, Inc workshop next week with an E-Safety workshop the following week. The Nursery and Reception classes will be holding a community breakfast so there are lots of opportunities for parents to come into school and find out about their child's learning. At the end of last half term we held an exhibition of the Year 2 children's art work for parents to see what their child had been learning through their topic.

Q Could you do a 'Read with Mum' session?

A We would prefer to do this to drive the PTA.

The Parent Teacher Association dwindled, we no longer have one; one person tried to resurrect it but was unsuccessful. Mr Grant Jacobson reinforced that parents leave in year 2, so to do this would be difficult. At present the school mainly emails but sends texts for urgent messages. Mr Grant Jacobson stated that it is possible to get a one off fee for unlimited texts. The Headteacher explained that currently they pay for all texts.

Q If a parent wanted to contact the Teacher is this possible?

A Yes, Teachers are at the Classroom door every day, we would prefer parents to wait until the end of the day when all the children have left the classroom. All Teachers are very flexible and never turn parents away.

Q How do you ensure Children are adequately challenged?

A The Headteacher explained that teachers plan and deliver the curriculum to consider every child's need for support and challenge. Teachers identify more able children and plan for extended learning. Also within year groups opportunities are made for groups to work together, to feed off each other and develop from it. A good percentage of children achieve greater depth, this is evidenced from the childrens' progress.

The Chair mentioned that over the last few years the Governing Board have not commented on the outcome of the parent survey. He suggested that this would be straight forward, to include a one page A4 side to record things the Governing Board have suggested and taken on board from survey responses. This acknowledges that the parent report has been looked at and it may encourage more people to complete the survey in the future.

9. FEEDBACK ON SKILLS AUDIT

The Headteacher distributed copies of the Skills Audit – Chapel End Infants Governing Board Autumn 2016 to Governors.

The Chair explained that there are still some skills audits waiting to be returned, however there is a broad pattern emerging. Governors with a financial background are needed. The areas for improvement are the communication with parents. The Chair pointed out that he felt that some Governors sell themselves short. Other areas needing improvement is Governors with previous Governing Board experience. This is a bit challenging for new parent Governors however one way of getting experience is through the Link Programmes, this will give Governors confidence of being involved in schools, reporting back to the Board and getting experience that way. A financial overview can also be gained through Training and recruitment of Governors with a financial background and encouraging Governors to attend training.

Action: Governor Services, School based Financial Training required.

The Chair also stated that Governors need to know the school and the local community. Although the report shows links with the community, it would be good to develop links with local businesses.

Q Do we procure teas or coffees from local businesses?

A No, we purchase them from the local Tesco store. However the Nursery has links with a local Wood Man who has made a range of equipment at very reasonable cost.

Q Do other schools buy from local businesses?

A Mr Grant Jacobson stated that his school has links with a Care Home. Some parents have local businesses and those links could be explored.

Q Do you have links with the Leyton Orient Trust?

A Yes we do have links through the Coach who comes into school every week.

10. STANDARDS AND TARGET SETTING

10.1 The Headteacher circulated the Chapel End Infant School & Early Years Centre Improvement Plan 2016-2017.

She went on to explain that the Foundation Stage targets had not yet been set because we are still finalising on-entry data for the Reception children. We can look at last year's targets and set them higher. Equally it was important to look at our cohort for this year and to set realistic targets.

10.2 The Chair stated that the targets need to be realistic enough and show how they relate to the national figures. Ofsted would like to see figures for disadvantaged children considered as well.

The Headteacher stated that they consider the national outcomes when setting targets and also consider the cohort to decide how many children will reach the expected standards. The school identifies children who are not progressing at expected rates, to put in place interventions to accelerate progress so that more meet expected outcomes.

Q Will targets set impact on the school's funding?

A No

Q Why don't we expect children to reach 100%

A Because statistically about 20% of children will have some level of need or barrier to learning at some time in their school life.

Q When you say 75% of pupils will make expected progress, it sounds like we are saying it's ok if we don't achieve.

A The school works to ensure that all children achieve their potential. If we set unrealistic targets, we are setting ourselves up to fail.

Q Why are the Year 2 figures below the national average?

A This will go up.

Mr Grant Jacobson stated it is all about the progress from year 1 to year 2.

The Headteacher stated that this was discussed with the SEA. We have 74% of children with a good level of development at the end of Reception this year. The SEA suggested we focus on those children that have just missed the good level of development and what needs

to be done to get them to at least national expectations by the end of KS1.

The Deputy Headteacher stated we would identify these children really early on and put interventions in place; we are looking at this all the time.

10.3 The Deputy Headteacher stated it was important to remember that the pupil premium cohort numbers are small, so 1 or 2 children significantly change the % outcomes. Also, year on year we will not have the same cohort numbers or make-up.

Q Will the school be able to set a separate target for the disadvantaged children?

A Yes this is something that can be done.

The Headteacher pointed out that this is an exercise we can do for Governors. We can have a realistic and ambitious target for that group.

Q What about the Reception baseline assessment?

A The school decided not to carry out a baseline assessment this year. A baseline assessment was trialled last year but was not helpful so we will continue to use our own system.

There are four key priorities identified within the School Improvement Plan:

1. Assessment
2. Curriculum Development
3. Further develop the good quality of teaching in reading & writing
4. Attendance

Governors are happy to use this as an overview document for the coming year. A governor asked if the IT Infrastructure developments in last year's SIP had been addressed. The Headteacher explained that most aspects were already in place with others in progress so it did not need to remain as a key priority going forward.

The Headteacher stated there are key milestones in December, March and July, when the plan is reviewed to ensure we are on track to achieve identified success criteria.

11. PUBLICATION OF GOVERNOR INFORMATION

11.1 The Headteacher stated that the latest information from Governor Services is on the website. This includes up to date Link Governors information and reports for the DBS checks.

12. PERFORMANCE MANAGEMENT REVIEWS

All Teacher appraisals are complete. The date for the Headteacher's appraisal is set for 17 November 2016. Ms Janet McPartland and Mr Grant Jacobson will be involved in this process. One Teacher has applied for progression to the upper pay scale, we will look at this during the next Pay Committee meeting.

13. HEALTH AND SAFETY AT SCHOOL

13.1 Item deferred to the next meeting. Make this an agenda item.
Agenda Item: Governor Services

13.2 The Deputy Headteacher to distribute the Annual Health & Safety Report to Governors for 1 December 2016.

14. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

14.1 Governors agreed the date for the next meeting as 1 December 2016 at 7 pm at the school

14.2 Agenda items:

Healthy and Safety.

The Headteacher stated the Chapel End Infants School Cycle of business needs to be taken into account when setting the agenda.

Action: Governor Services

15. ANY OTHER BUSINESS

Governors discussed the confidential minutes. All remained present.

The meeting closed at 9.10pm.

Chair: (print)

..... (sign)

Date:

Chair of Governors Initials:
