

**CHAPEL END INFANT SCHOOL AND EARLY YEARS CENTRE GOVERNING BODY  
HELD ON THURSDAY 1 DECEMBER 2016 AT 7PM AT THE SCHOOL**

**Present:**

Mr Alistair MacLellan – Chair (Local Authority Governor)

**PARENT GOVERNORS**

Mr Grant Jacobson  
Ms Mel Sevinc  
Ms Milena Lacheva

**CO-OPTED GOVERNORS**

Mr Craig Leither  
Mrs Ludi Capelan  
Mr Zen Jelenje  
Ms Janet McPartland

**HEADTEACHER - voting**

Ms Theresa Martin

**Staff Governor**

Mrs Antoinette Strydom

Also present: Mrs Debra Noakes, Deputy Head Teacher

Clerk to the Governors: Julie Cornelius

**1. WELCOME AND APOLOGIES FOR ABSENCE**

There were no apologies to receive; all Governors were present.

**2. QUORUM**

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

**3. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS**

The confidential minutes of the last meeting will be discussed under confidential items.

**4. DECLARATIONS OF INTEREST**

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

**5. MINUTES**

Governors received the non-confidential minutes of the Governing Body meeting held on 3 November 2016 and **agreed** these to be an accurate record of the meeting. The Chair, Mr Alistair MacLellan, signed a copy of the minutes and these were retained by the school.

Matters arising from the non-confidential minutes of the Governing Body meeting held on 3 November 2016

Unless noted below, all action points were addressed or will be discussed during this meeting.

**Minute 3.2 – Matters arising – Minute 6. Governing Body:**

In respect of appointing to the Co-Opted Governor vacancy, the Chair said he had registered with 'Inspiring the Future' and had received details of 200 potential Governors, with expertise

in finance. The details of 30 of those expressing an interest, were reviewed and the Chair will invite to the school, in the first instance, three of those applicants.

**ACTION: The Chair will update further at the next meeting.**

**Minute 4. Link Governor reports:**

**OUTSTANDING ACTION: Mr Grant Jacobson to circulate the Safeguarding Audit template to all Governors.**

**Page 6 – Absence policy:**

The Headteacher said there are lots of initiatives in place in respect of improving attendance.

**ACTION: The Headteacher to amend the Absence policy to include the recommended changes noted in the minutes of the meeting of the 3 November.**

**AGENDA ITEM FOR THE NEXT MEETING ON THE 19 JANUARY: Absence policy**

**Minute 9. Feedback on skills audit:** As noted from the evaluation of the Governors' skills audit, financial expertise is a skill that is lacking on the Governing Body.

**ACTION: The Chair to contact Governor Services in respect of organising financial training. The suggestion is to look at organising an early morning training session but to check Governor availability and the cost of training before confirming with Governors.**

**6. CHAIR'S ACTION**

There was nothing to report.

**7. GOVERNING BODY**

The Clerk confirmed there is currently one Co-Opted Governor vacancy; discussion is noted above in respect of this vacancy.

There are no Governors whose term of office will cease before the spring term.

Ludi Capelan asked for confirmation of her Link Governor role. The Headteacher confirmed Ludi is Finance Link Governor and Training Link Governor.

To consider disqualification due to non-attendance

The Clerk advised that no Governors were eligible for disqualification due to non-attendance.

DBS Checks

All Governor DBS checks have been completed.

**8. HEADTEACHER'S REPORT WITH SEF**

Governors received the Headteacher's report (November 2016) in advance of the meeting. The following was noted.

- With the exception of a couple of vacancies in Reception, the school is full. Despite concerns relating to expanding schools within the locality, Chapel End is currently in a good position in terms of maintaining pupil numbers.
- Daycare provision: In respect of full-time places, take-up remains low. The take-up of places equates to 60% full.  
**ACTION: The Headteacher will review this in January 2017.**
- Attendance: There is a minor increase, from 95% at the end of the summer term, to 95.9% at the end of October. A breakdown of attendance was included in the Headteacher's report.
- Teaching and learning:

- The School Effectiveness Adviser (SEA) report (October 2016) was circulated to Governors prior to the meeting. This will be discussed further under a later agenda item.
- **Q. Referring to the statement within the Headteacher's report, i.e. 'the need for children's learning to be evidenced and where it was not in books, it needed to be seen more clearly in the learning environment through displays etc.' the Chair asked for a further explanation?**
  - A.** The Headteacher said, the SEA had noted, during her visit, that there wasn't a significant amount of work in children's books. Discussion followed with teaching staff, to ensure that classroom displays reflect the work children have been doing. This could include photographs, children's writing, etc. Staff have taken this on board and as the year progresses, more work will be evidenced in books. This will be followed up in the cycle of learning walks which are currently underway.
- The Read Write Inc (RWI) development day was successful. Sixty parents attended the parents' workshop and staff received input during lessons as well as taking part in RWI masterclasses.
- Special Educational Needs (SEN) Update:
  - In respect of SEN funding and in particular, with regard to there being six children in school with high levels of need, who have joined the school with no funding attached; the Deputy Headteacher has spoken with the Local Authority's (LA) SEN department. Educational Health Care (EHC) Plans have not been completed by the LA's SEN department and this means the school is providing additional support for these children but without the cost of this support being funded; for the autumn term this equates to £22K. Money awarded through EHC plans, is not normally backdated.
  - Further discussion has taken place between the Deputy Headteacher and the Manager of the Local Authority's SEN department, regarding a child who was refused additional funding, despite an Educational Psychologist report being submitted, in support of this application.
  - **Q. What is the feedback from other schools, in respect of issues with the processing of EHC Plans?**
    - A.** Other schools are in the same position. The Chair suggested the Governing Body contacts the appropriate Cabinet Member to highlight these issues. Governors **agreed** that the Headteacher would follow this up, on the operational side.  
**ACTION: The Chair will draft a letter to the appropriate Cabinet Member and will circulate this to Governors prior to sending.**
- The school is fully staffed.
- **Q. Is a weekly newsletter being sent to parents?**
  - A.** Yes, via e-mail. Printed copies are also available to parents. Additionally, a copy is displayed on the school noticeboard. The Headteacher wished to express her gratitude to Rosina Gordon, the recently appointed School Business Manager, for producing the weekly school newsletter.
- There is a Christmas bazaar taking place on Tuesday 6 December, from 3.45 p.m. to 5.30 p.m.. Christmas concerts for all year groups are also scheduled. The Headteacher said Governors are warmly welcomed to all events and asked, should they wish to attend the Christmas concert, that they confirm their attendance with her.
- Leadership and management:
  - **Q. How does using a triangulation approach to monitoring, work?**
    - A.** The Headteacher said she recently attended training that involved visiting other schools and carrying out learning walks, book reviews and data

analysis. Following on from this, the Head teacher is working with the Leadership team at Chapel End, to adopt a triangulation approach to monitoring; this will incorporate lesson observations/learning walks, book reviews and data scrutiny/analysis. This will support the school in establishing a much clearer picture of teaching and learning across the school and in identifying where specific improvements are needed and consequently, ensuring that effective strategies for improvement are implemented.

- Partnerships between the Local Authority and schools: The Headteacher had attended a meeting regarding joint collaboration between schools and their sharing of best practice. The Local Authority is keen that all schools will work together more. In respect of this, a Local Authority consultation closed yesterday; the consultation asked schools what they would expect to see from the Local Authority in respect of a Learning Partnership.

The Chair suggested that the Chairs of the respective schools with whom Chapel End is currently working, meet to further discuss collaborative working.

**ACTION: The Headteacher will contact those schools to follow this up.**

- The Primary Challenge (this is an approach based on school to school support and collaboration):

**ACTION: The Chair to contact the Chairs of the Governing Bodies at St Mary's, Winn's Avenue and Mission Grove Primary schools, to ask if they attended the Governors' Forum organised by Governor Services. If not, to ask if they would like to meet to discuss collaborative working/partnership.**

- Premises:

- The new working arrangements for site staff is working well. Each of the two site staff work an extra five hours per week, where they carry out tasks that relate specifically to Chapel End Infant school. The Grounds maintenance consultant, on his recent visit to the school, was very complimentary in respect of the work carried out by site staff.
- **Q. What is the work that has been identified, following the tree survey?**  
**A.** The Headteacher said this relates to trees that have grown too big. There are no health and safety concerns in respect of this.
- **Q. In respect of refurbishment of the toilets, is this included in the capital budget?**  
**A.** The Headteacher said, this cannot be confirmed until we are clear about whether or not there will be the opportunity to bid for match funding in the coming year and whether any funding bid is granted.

- Parent workshops:

**Q. Is there any reason why the level of attendance of parents, for the Read Write Inc. (RWI) workshop, was much greater than that of the E-safety workshop?**

**A.** Both workshops were advertised to parents in exactly the same way. Despite there being fewer parents attending the E-safety workshop, this was a very positive session, with lots of discussion between parents and the Consultant facilitating the course. Additionally, parents were provided with a range of resources to support their understanding of E-safety issues and how they can help their children to stay safe.

## 9. OFSTED INSPECTION

Grant Jacobson had prepared a document detailing questions for Governors to consider, in respect of an Ofsted inspection.

**ACTION: The Chair to write a crib sheet, giving bullet point answers to the questions raised and to circulate this, alongside the question sheet, to Governors.**

The Headteacher said the SEA had confirmed that in the event of a short inspection, this must be carried out by a Lead Inspector. Currently, there is a shortage of trained Lead Inspectors.

## 10. SEA REPORT

Governors had received a copy of the notes of a visit from the School Effectiveness Adviser (SEA) that took place on 5/10/2016. The following was noted.

- Pages 4 and 5 highlight where there are gaps in progress at Early Years Foundation Stage (EYFS) and at KS1. This is being addressed.
- Governors need to be mindful that the gap between Free School Meals (FSM) and non FSM children, for writing and for maths, is wider than the gap across the Local Authority. The Headteacher said, when, within the FSM group, there are children with particular needs, this will impact significantly on the outcomes for those children. The Headteacher wished to inform Governors that when looking at tracking and when conducting pupil progress meetings, the primary focus is individual children and then looking at children collectively. In respect of gaps, discussion has taken place with teaching staff, with regard to pupil progress and the implementation of interventions. This is to ensure that every child makes good progress even though not all will meet expected outcomes.
- Early Years Teaching and Learning Health check:
  - This was carried out by an Early Years Ofsted Inspector. The purpose of the visit was to provide the Local Authority with an overview of its early years settings.
  - The visit was a positive one and the Local Authority Early Years Team is sending staff from other Early Years settings, to Chapel End, to illustrate good practice.
  - The Headteacher suggested Governors would find it useful to review the outcomes of the Early Years Teaching and Learning Health check.  
**ACTION: Governors to review**
  - Janet McPartland, as Early Years Link Governor, is planning a visit to the school.  
**ACTION: Janet to report back to Governors, once the Early Years Link Governor visit is completed.**
- In respect of earlier discussion relating to SEN funding, a Governor said it was appropriate to have this noted (page 6 refers) within the Headteacher's report.
- The next SEA visit will take place on 18/1/2017.

## 11. MONTHLY BUDGET MONITORING

Governors were presented with Budget monitoring sheets for periods 7 and 8 2016-2017, together with explanatory notes. In addition to the explanatory notes, the following was discussed/noted.

- Income and expenditure should be at 67% at the end of November.
- Additional in-year special needs funding was received; this is why income is higher than expected.
- Pupil Premium is lower than expected because there was an adjustment to the amount of funding received.
- **Q. Why is premises expenditure at 75%?**

- A.** The Headteacher said this is because a rates adjustment needs to be made.
- **Q. Why is agency supply teaching higher than the anticipated 67% expected expenditure?**

**A.** A Learning Support Assistant is supporting a child who has joined the school via the Fair Access Panel (FAP). Additionally, there is an agency teacher at the school. The school will be looking to appoint a permanent member of staff from January.
- **Q. Why is there an underspend in Bought in Professional Services?**

**A.** Within this budget heading, an allowance has been made for money (an anticipated £57K) it is believed will be clawed back via the Local Authority. Additionally, there are some invoices that have not yet been processed.

## 12. VISION

Governors had received a document detailing the proposed Vision for Chapel End Infant School and Early Years Centre.

The Chair said the proposal is to adopt the Vision statement and to upload this to the school website. Moving forward and as school policies are renewed, the Vision statement will appear at the front of every policy and this will underpin everything that takes place.

Governors discussed the content of the Vision statement and the following amendments were agreed.

- Mission: This will read 'We will develop confident and resilient children.'
- The fourth bullet point will be amended to read: 'Giving all of our children the confidence and skills they need to realise their potential.'
- The final bullet point will be amended to read: 'Raising standards and expecting the best from all of our children within our community'.
- To add: 'Respecting and valuing diversity'.

**ACTION: The Chair and Headteacher to amend the Vision statement, as noted above and to re-issue to Governors.**

## 13. SCHOOL IMPROVEMENT PLAN UPDATE

**Agenda item 15. Target setting, forms part of this agenda item.**

Governors received a one-page document detailing targets for pupil attainment.

At the last meeting, discussion took place regarding separate targets being shown for disadvantaged groups of children. A breakdown for this group is now included within the School Improvement Plan.

**ACTION: The Headteacher to e-mail this to Governors.**

**Q. Why is the target for Year 1 maths 80% and for Year 2, 75%?**

**A.** The Headteacher said this is because of interim standards for the end of KS1. In Year 1, the children are assessed according to the percentage of the objectives within the Year 1 curriculum that have been met. There is no requirement that all children must meet all objectives and within the system that is used in school, a child meeting 67% of the objectives for that year would be judged as working at expected standards. In Year 2, children are expected to meet all of the interim standards. This means that a child who may have met more than 67% of the objectives for the year but who is missing just one of the interim standards, would not be judged as working at the expected standard. The measure is therefore not quite the same.

**Q. Is everything on track in respect of objectives and key priorities?**

**A.** The Headteacher said, yes. Greater depth has been discussed with teachers. Pupil progress meetings have taken place. Data has been collected. Everything is on track.

#### **14. PAY COMMITTEE MEETING**

Grant Jacobson and Zen Jelenje had met with the Headteacher and Deputy Headteacher, prior to this evening's meeting. A review of the procedures in place for appraising teachers, was discussed and it was agreed that the system is robust. The Headteacher had presented a summary document, in terms of respective teachers at the school and their pay scales; the number of objectives met and if pay recommendations were made and agreed. Unnamed examples of the types of targets teachers have to meet and evidence of these targets being met, were given.

Pay Policy: This was briefly discussed. It was suggested that when the new Pay Policy comes out next year, this is reviewed in greater detail, in relation to staff retention.

To conclude, Grant and Zen confirmed they were completely satisfied with the appraisal system reviewed during the meeting. There is clear evidence of objectives set and evidence of objectives being met.

The Governing Body accepted the recommendations of the Pay Committee.

#### **15. TARGET SETTING**

This was discussed as part of Agenda item 13. above.

#### **16. HEALTH AND SAFETY AT SCHOOL**

##### **16.1 Annual report to be completed and signed by the Chair and Headteacher**

Governors were presented with the Health & Safety Annual report for the academic year September 2015 to August 2016.

#### **Q. In respect of one staff accident noted under point 7, is there anything that Governors should note?**

**A.** The Headteacher gave details of the incident and confirmed there was no requirement for any follow up.

Regarding point 17. relating to the Educational Visits Co-ordinator (EVC), the Headteacher said she is the designated EVC but the Deputy Headteacher completed training in October 2015.

With regard to point 20. and annual statutory inspections and/or reviews/updates, the Chair said pupils on the School Council had conducted a walk around the school. They noted that the warning signs on the cupboards can be scary – Governors discussed this.

#### **Q. A Governor asked for an explanation of 'performance times' referred to in point 12.?**

**A.** The Headteacher said performance times, refer to the time, following a fire drill, that it takes to evacuate children and assemble them at the designated assembly point. Two minutes (this was the evacuation time noted for all five fire drills conducted from February 2015 to November 2016) is a very good evacuation time.

An explanation of point 8. (security inspection/audit) was provided to Governors.

#### **Q. With reference to point 9., detailing how many staff have attended health and safety training, how many staff are on site at any one time, e.g. it is noted there are only three members of staff who are trained as Fire Marshalls?**

**A.** All staff have attended fire safety awareness training but only three are trained as Fire Marshalls.

The Chair and Headteacher signed the Annual Health and Safety report for the Academic year September 2015 to August 2016.

#### 16.2 Emergency response plan

The Emergency response plan was circulated in advance of the meeting.

**AGREED ACTIONS: Page references need to be checked and amended. There is a typographical error on item 4.3 which needs to be amended.**

**Q.** If the Junior school has an incident such as the fire alarm sounding or the intruder alarm going off, what is the impact on the Infant school?

**A.** Should the fire alarm be discharged at the Junior school site, the Infant school would also evacuate and vice versa. If the intruder alarm is discharged, both schools would maintain contact with one another.

It was **agreed** that mobile contact numbers for the Chair and Vice-Chair, would be added to the Emergency Response plan.

Governors **agreed** to adopt the Emergency response plan, subject to the amendments noted above.

#### 16.3 Health and Safety Policy Statement

This was circulated to Governors.

The Deputy Headteacher said this is a Borough model document. Changes to the document are minimal; these relate to personnel changes – the body of the policy remains the same.

The Chair signed the Health and Policy Statement.

### **17. LINK GOVERNOR PROGRAMME**

With six Governing Body meetings remaining for the remainder of the academic year, the Chair requested that Link Governors confirm visit dates.

**ACTION: Governors to liaise with appropriate members of staff via e-mail, to organise Link Governor visits.**

**ACTION: The Safeguarding Link Governor to organise a visit to the school.**

### **HEADTEACHER'S PERFORMANCE MANAGEMENT**

The Chair and Grant Jacobson conducted the Headteacher's Performance Management review, two weeks earlier; the SEA was also present. A review of the past year was undertaken and objectives were set for the coming year. This was noted as a successful appraisal.

### **1. SAFEGUARDING UPDATE**

Grant Jacobson had met with the Headteacher and Deputy Headteacher to discuss procedures in place to meet children's medical needs. The outcome is that clear procedures are in place to meet children's needs. Paediatric First Aiders are in place. Individual pupil files hold information about a child's medication.

Grant said, in respect of a recent incident noted in the national press, where a child had died from an asthma attack, it was good to reflect on the practices in place in school. Following his visit, Grant said he was confident that appropriate procedures are in place.

**20. CONFIDENTIAL MINUTES**

20.1 The confidential minutes of the Governing Body meeting held on 3 November 2016, were agreed as a true and accurate record. The Chair signed a copy of the minutes for retention at the school.

20.2 Matters arising from the confidential minutes of the Governing Body meeting held on 3 November 2016

This is noted under confidential items. All remained present during discussion.

**21. ANY OTHER BUSINESS**

21.1 In respect of the random letter sent to the school, the Police confirmed, following forensic testing, there was nothing found that would lead to them being able to identify the sender. The police have now closed the case.

**21.2 2016-2017 SEN BUDGET PLAN**

Governors received a copy of the Budget Plan at the meeting.

The Chair and Ludi Capelan have reviewed this document, which sits alongside the budget. This document is not usually submitted with the budget, but this year, the Local Authority has requested this is done.

**Q. A Governor requested further information regarding supply staff costs?**

**A.** The Headteacher said this cost relates to three supply staff recruited to work with children with Statements or EHC Plans.

The 2016-2017 SEN Budget Plan was signed off by the Chair and Headteacher.

21.3 This item is noted under confidential minutes. All remained present during discussion.

**22. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

Date of next meeting

This will take place on Thursday 19 January 2017 at 7 p.m. at the school.

Agenda item

- 1. Absence policy

The meeting closed at 9 p.m..

Chair: ..... (print)

..... (sign)

Date: .....

Chair of Governors  
Initials: