

BURDETT-COUTTS AND TOWNSHEND FOUNDATION CE SCHOOL

Governing Body

Minutes of the meeting held on Thursday 19 April 2018 at 5.00pm

Present:	Mrs N Bowles (Chair)	Rev C Duce
	Mr S Brickell	Mrs R Dyer (Headteacher)
	Rev G Buckle	Ms L Playford*
	Mrs S Butcher	Mr W Walter
	Mr P Carrivick	Mr A Woodward* (Vice Chair)

Apologies: Mrs E Siddall [*for part of meeting]

In attendance: Mrs S Lee (Assistant Headteacher)
Mrs L McMullan (Deputy Headteacher)
Ms C Mehegan (Clerk)

1. Opening prayer; welcome and apologies

1.1 All present were welcomed to the meeting, which was opened with a prayer led by Rev Duce. Apologies for absence were received from Mrs Siddall.

2. Declarations of interest

2.1 No declarations of interest were made in any item on the current agenda.

3. Minutes of meeting of 22 March 2018 and matters arising

3.1 Draft minutes of the previous meeting had been circulated prior to the meeting. These were AGREED as a correct record, subject to some minor factual corrections from the Headteacher.

3.2 Governors considered actions from the previous meeting, which were reported to be ongoing or were not yet due to take place and are therefore listed at the end of these minutes, following new actions from this meeting. Governors were requested to contact the Chair in the event of any difficulties in completing visit reports or actions relating to the School Improvement Plan.

4. Outcomes for pupils

4.1 Mrs Lee gave a presentation on pupil attainment and progress data from the Spring term, talking governors through the relevant section of the Headteacher's written report.

4.2 Governors were provided with information on attainment data for various groups, progress towards targets for the year, identified strengths and action taken in response to identified areas for improvement. This included summaries of the position in each individual year group. A blank example version of the matrix used for data tracking during pupil progress meetings was circulated.

[Clerk's note: Ms Playford and Mr Woodward joined the meeting at 5.15pm]

- 4.3 A QUESTION was asked regarding the projected outcomes in Year 6, the reliability of expectations and whether work was moderated. It was confirmed that Mrs Lee had been trained in moderation, that the school had participated in moderation with a number of other schools and that a number of teachers had attended a further event organised by the (then) Tri-Borough Service.
- 4.4 It was noted that the report showed a lot of work being undertaken both by staff and by pupils. A QUESTION was asked about the pressure upon both groups and about staff and pupil wellbeing. It was explained that Fridays were timetabled as days for celebrating learning and discussing achievements and that activities not relating to formal testing were also taking place at various points in the week - for example, today, a guest speaker had come to talk to pupils about an expedition to Antarctica. SATS were now only a few weeks away, and pupils were also excited about the residential trip scheduled in June. The Governing Body wished to record its thanks to both staff and pupils for all the hard work going on.
- 4.5 A QUESTION was asked regarding the use of data and on how much reflection there had been on how data was used and might be used in future. It was reported that use of data was reviewed at the end of each year and that one particular format previously used only in Year 6 had been found by staff to be so helpful that its use had been extended to all year groups. It was further noted that various external consultancy and validation was used, and that specific advice had been taken from the London Diocesan Board for Schools on how to use data to raise attainment.
- 4.6 In response to a QUESTION regarding the greatest area(s) for concern, it was noted that key areas for improvement - such as diminishing the difference in outcomes between disadvantaged pupils and all pupils and working towards pupil outcomes in line with or exceeding national outcomes - were included in the School Improvement Plan. It was reported that clear evidence of progress was available, for example in pupils' books.
- 4.7 A QUESTION was asked about the progress of children in the Early Years Foundation Stage, and whether this was considered as positive despite individual pupil outcomes not yet being in line with national expectations. It was confirmed that the national framework had changed and that considerably more emphasis was placed upon progress than in the past. The significant progress made by many pupils was evident and it was hoped that many would meet the expected national standard by the end of the year. The school was confident that their progress would continue and that the gap between outcomes and national expectations would be smaller for this year group by the end of Year 2 (and further diminished by the end of Year 6). This progress was considered to be something to celebrate.
- 4.8 There was some discussion of the targets set for the year. It was noted that these were intended to be aspirational and challenging, and that the school

considered them to be helpful, even though there could be a possibility that not all would be met in their entirety. Governors were also reminded that the setting of targets was no longer a formal requirement upon schools.

- 4.9 Governors thanked Mrs Lee for the presentation.

[Clerk's note: the meeting moved to the IT suite for the section of the meeting relating to values and vision]

5. School values and vision

- 5.1 Governors were reminded that, although a School Improvement Plan was created on an annual basis, with more regular progress reports also made, the school's vision/values had last been updated in 2015. At present, the school currently listed six key values. Pupils were reported to be able to refer to the school's motto, 'working together in faith, hope and love', but less often to be able to name its six official values. Following a presentation at a recent conference, relating to character education, the Headteacher now invited governors to consider lists of fifteen Christian values and a number of virtues and individually, using the 'padlet software', to answer some questions on school vision and select three values and one virtue.
- 5.2 Governors were thanked for their input. It was noted that it would also be important to involve staff, pupils and parents/carers in any changes to be made to the school's vision and values. It might also be helpful to schedule a meeting to consider vision and values, similar to the meeting held towards the end of each school year to consider the School Improvement Plan for the coming year.

6. Chair's and Vice Chair's reports

- 6.1 Chair's report: A written report had been circulated prior to the meeting. This covered a number of areas including membership matters, Ofsted preparation and meetings between the Chair and Headteacher, which governors were welcome to attend.
- 6.2 Mrs Bowles gave an additional verbal update, drawing governors' attention to the Curriculum Vitae of a potential candidate for the current **governor vacancy**. It was reported that the Chair had met with the candidate, who had a number of useful skills and qualities and was able to meet the requirement of a Foundation Governor regarding promoting and developing the Christian ethos of the school. It was AGREED that the candidate should be recommended to the Trustees.

Action: Chair

- 6.3 Thanks were extended to governors who had attended the **Angela Burdett-Coutts Day** celebrations and a recent **coffee morning** which had included a question and answer session for parents regarding the role of governors.
- 6.4 Information was provided regarding a series of hoax emails which had recently been sent to a number of London schools regarding supposed

security threats. In response to a QUESTION regarding guidance from the London Diocesan Board for Schools, it was reported that it was believed that there was something on this topic in the first LDBS Schools Bulletin of the term, which would be forwarded to governors shortly. Governors were reminded that there had also been LDBS guidance during the previous school year following terrorist incidents in London and that a lockdown policy had been created. It was confirmed that office staff were aware of the appropriate action to be taken in response to threatening emails, and that the more obvious spam emails were filtered out by the school's website provider before they reached school email addresses. There was some discussion of safety measures both in school and on school trips.

- 6.5 Vice Chair's report: Mr Woodward gave a verbal update on **governor training**. Governors were reminded that training on **HR and Finance** had been scheduled for 3 May 2018, 5.30-7.30pm and an **Ofsted Inspection Readiness** training session for governors had been scheduled for 21 June 2018 at 5.00pm.

7. Reports from Committees, Link Governors etc

- 7.1 Reports from Link Governor visits to review **School Improvement Plan Key Priority 1 (Maths Mastery)** and **KP4 (Quality of teaching)** had been circulated prior to the meeting.
- 7.2 The **Maths Mastery** Teaching Research Group sessions were reported to have been very positive and to have inspired participants to try new approaches in their own teaching practice.
- 7.3 The **quality of teaching** across the school had been judged to be good in 100% of the classes by external consultants commissioned by the tri-borough service in March 2017. In the current academic year, a further five teachers had completed the Outstanding Teacher Programme, bringing the total to ten. Learning was shared with all staff. The great majority of Year 6 pupils were reported to be attending pre-school booster classes. The outcomes of a further review of teaching quality in April 2018 would be reported to the May meeting of the Governing Body.

8. Bursar's report

- 8.1 The report for the financial year 2017-18 having been received at the previous meeting of the Governing Body, and the budget for 2018-19 having been agreed, there was little financial information to report at this time. The final accounts for 2017-18 had been submitted to the Local Authority. It had been confirmed that the school would receive £69,000 in funding in relation to its falling roll. The Headteacher and Bursar would be meeting with the Bi-Borough Service's Director of Education shortly and hoped to discuss future funding.
- 8.2 A QUESTION was asked regarding staffing structure, the need for redundancies (dependant on resignations), and the process to be followed. It

was confirmed that more detail, including a timetable, would be available at the May 2018 meeting of the Governing Body. The GB would be fully informed and involved in the process.

9. Headteacher's report

- 9.1 The Headteacher's written report for the Spring term had been circulated prior to the meeting. Mrs Dyer provided an additional verbal report and drew governors' attention to specific areas of the report.
- 9.2 School events: It was reported that the Angela Burdett-Coutts Day celebrations had been a great success, with the Year 4 play having been particularly well received. Congratulations were extended to pupils and thanks to Mrs McMullan, Miss Rhodes and Mr Carden.
- 9.3 Outcomes for pupils: Spring term assessment data had been presented earlier during this meeting.
- 9.4 Personal development, behaviour & welfare (Safeguarding matters): It was noted that the Headteacher and Chair met and checked the school's Single Central Record approximately every six weeks. A blank example document was tabled. In response to a QUESTION, it was confirmed that as well as the main SCR, for teaching and support staff, there were similar records for governors.
- 9.5 Quality of teaching, learning & assessment: It was reported that a recent visit by two external advisers, both serving inspectors, had observed action taken in response to previous recommendations and a number of strengths of the school. As noted above, under governor visit reports, the written report would be provided to governors once available. There had also been a one-day review from an adviser from the London Diocesan Board for Schools, which had also noted a number of positive developments, with the impact of the Maths Mastery Teacher Research Groups on the quality of teacher questioning and dialogue particularly commented upon. It was reported that the updating of the school's maths scheme was under consideration, with an application for funding having been submitted to the St Giles and William Sheldon Foundation. In response to a QUESTION regarding the possibility of similar approaches in writing, it was explained that the school used a number of schemes for reading and that it was believed that improvements in writing would follow further improvements in reading.
- 9.6 Effectiveness of leadership and management: The written report included information on responses to the recent parent survey. As previously, the school would respond to various comments and issues in its weekly newsletter. The survey would also be considered as part of a question and answer session during a forthcoming coffee meeting. A pupil survey was to be carried out during the current school term. A number of policies had been updated.

- 9.7 Progress of School Improvement Plan: An updated copy of the SIP had been circulated with the papers for this meeting. It was noted that, with the exception of some areas which could not be completed until July 2018, all areas were on track. Pupil books were reported to provide strong evidence of progress.
- 9.8 Staffing matters: It was reported that a number of fixed term contracts had come to an end, with one the former post-holders staying on to cover an unplanned absence. A further resignation had been received from a Teaching Assistant who was moving away from London.
- 9.9 Continuing Professional Development: A list of some staff training - that which was particularly related to the School Improvement Plan - was included as part of the written report.
- 9.10 Key dates for Summer term: A number of key dates for the summer term were included on pages 22-26 of the report. Governors' attention was drawn in particular to Safeguarding training, a part-day session taking place on 25 May 2018. Governors were invited to attend and asked to let the Headteacher or Office Manager know by 14 May if they wished to do so.
- 9.11 General questions/discussion: There was some discussion of the results of the **parent survey**. It was noted that there were no apparent overarching themes, with individual queries being raised on matters such as dressing up for World Book Day and on the school's plans for days of severe disruption caused by snow. It was also reported that some suggestions made were for things already done by the school, which perhaps needed to be re-communicated to parents
- 9.12 A QUESTION was asked about responses to the letter sent to parents regarding a **recent tragic event** in the local community. It was reported that parents in general appeared to have appreciated the approach taken by the school. It was reported that members of the family affected had been offered counselling.
- 9.13 A QUESTION was asked about training regarding dyslexia and tracking of pupils. It was confirmed that the school kept track of all pupils identified as having **specific learning needs**. A report on interventions was to be made by the school's Special Educational Needs Co-ordinator to a future meeting of the Governing Body. There was some discussion of the format of GB meetings and presentations.
- 9.14 There was some discussion of **links with the governing bodies of other schools**. Other schools' governors had been invited to take up places on the forthcoming HR/finance training session. Informal meetings would also be helpful. It was AGREED that governors from other schools should be invited to join the GB for an informal gathering at school following its July 2018 meeting.

Action: Chair

10. General Data Protection Regulation

- 10.1 It was reported that weekly meetings were being held between the school's IT provider, Data Protection Officer and Officer Manager in preparation for the coming into effect of the GDPR. It was confirmed that most governors had been able to access their new school email addresses and that these were to be used for the meeting of May 2018 and going forwards. The school's IT provider was to be asked to set up a new system for access to/storage of Governing Body papers and to provide training for the Clerk in its use. It was also hoped that meeting papers would, in future, be viewable on screen in the meeting room.

11. Statutory policies/key documents for approval

- 11.1 A number of policy documents had been circulated prior to the meeting. The following documents were APPROVED as submitted:

- **Early Years Foundation Stage Policy**
- **RE Policy**
- **Collective Worship Policy.**

It was noted that the Charging and Lettings Policy would now come to the June 2018 meeting for consideration.

- 11.2 In response to a QUESTION regarding the RE Policy and the new framework for Statutory Inspection of Anglican and Methodist Schools, it was reported that there was a unit on religion in the community and noted that it was important to be aware of the overlap between the school's existing practices and the new framework. It was further reported that an LDBS advisor was due to visit in June to review and advise on RE.

12. Any other business

- 12.1 There being no further business, the meeting closed at 6.50pm.

Summary of action points

Action (and relevant section in minutes)	Owner
Recommend to Trustees candidate for GB vacancy (5.2)	Chair
Invite governors of other schools to join GB for informal gathering following July 2018 meeting (8.14)	Chair

Actions outstanding/ongoing from previous meetings

Action (and relevant section in minutes)	Owner
Meet ahead of May GB meeting to review SIAMS self-evaluation (5.10, March)	Foundation Governors
Make arrangements with the relevant staff to organise link visits; report back (5.2, February)	Link governors yet to complete visits

Aim to complete relevant governor actions from SIP by meeting of March 2018 **(7.11, December)**
[See Headteacher's email of 12 January 2018 for summary]

Link Governors yet to complete actions

Signed as a correct record by the Chair:



N. Bowles (Print name)

17th May 2018 (Date)