

BURDETT-COUTTS AND TOWNSHEND FOUNDATION CE SCHOOL

Governing Body

Minutes of the meeting held on Thursday 14 December 2017 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

In attendance: Mr N Cressy (Bursar) Ms C Mehegan (Clerk)
Mrs L McMullan (Deputy Headteacher)*

*[for part of meeting]

1. Opening prayer; welcome and apologies

1.1 All present were welcomed to the meeting, which was opened with a prayer led by Rev Buckle. Apologies for absence were received from Mrs Siddall. It was noted that Mrs Siddall had sent in a number of written questions/comments. It was explained that Mr Drewson had submitted his resignation, as his work commitments continued to prevent attendance at meetings and he had been unable to attend any meeting in the current term. Governors wished to put on record their thanks for Mr Drewson's contribution as an Associate Member.

2. Declarations of interest

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

3. Presentation - Early Years Foundation Stage

3.1 Mrs McMullan showed governors round the learning resources in the nursery and reception class areas. It was explained that activities were chosen in order to help children develop physically, emotionally and socially and to develop their communication and language skills.

3.2 It was reported that there were currently 22 children in the nursery class and 14 in the reception class. Information was provided on the gender split in the two classes and the numbers of children with Special Educational Needs, English as an Additional Language, etc.

3.3 Information was provided showing the percentage of children achieving a Good Level of Development in 2016 and 2017, in the school and nationally. It was noted that the school's results were close to the national results, although many pupils joined the school with development far below national expectations for their age. Information regarding targets for Summer 2018 was also provided. It was reported that pupils had made rapid progress over the current term. In response to a QUESTION, it was confirmed that pupils joining or leaving the school had the potential to affect outcomes. A further QUESTION was asked about parental support. It was explained that many parents were keen to help their children learn and that it had been found that they could and did do this if involved by the school and given examples of

how to help. For example, a group of parents and children had been for a walk around Vincent Square with staff and parents had been shown how questions relating to counting and the names of shapes could be drawn from the local environment.

4. Minutes of meeting of 19 October 2017 and matters arising

- 4.1 Minutes of the previous meeting were agreed as a correct record, subject to one amendment regarding the owner of an action, and signed by the Chair. Governors considered actions from the previous meeting, which were largely reported to be complete. Ongoing or outstanding actions are listed at the end of these minutes, following new actions from this meeting.
- 4.2 Tailored governor training (Min 4.6): It was reported that, in addition to tailored training from the London Diocesan Board for School, the possibility of tailored training from other providers had been investigated.
- 4.3 Publication of School Improvement Plan (Min 5.2): It was reported that the School Improvement Plan had been published on the school website and that a summary version was to be made available to parents. It was noted that the SIP now included an additional Key Priority. This addition had been suggested by an adviser and approved via email by governors.

[Clerk's note: see also paragraph 5.4, below]

- 4.4 Costs of website provision (Min 8.1): It was noted that the planned discussion via email had not taken place. Governors were reminded that a review of all Service Level Agreements was listed on the Governing Body year planner for a forthcoming meeting.

[Clerk's note: the review of SLAs is listed on the planner for January 2018]

- 4.5 Matters arising: Position re panels and St Gabriel's governors: It was reported that contact had been made with the former Headteacher, the Revd. John Hicks, regarding arrangements made with St Gabriel's School. It had been explained that there were some links with St Gabriel's regarding matters including disaster recovery protocols and that it was understood that St Gabriel's Standing Orders also included clause regarding reciprocal arrangements for forming panels, where necessary. There was some discussion of the Business Continuity Plan and links with schools including Grey Coat Hospital.

5. Chair's report

- 5.1 A written report had been circulated prior to the meeting. Governors remarked positively on the conclusions of the recent 'mock Ofsted' visit. The training undertaken by governors was noted. Questions were invited.
- 5.3 In response to a QUESTION, it was confirmed that the new General Data Protection Regulation would require action from the school and the Governing Body. It was noted that training was to be provided to clerks working for the LDBS Clerking Service and that training from the LDBS for governors was scheduled for 5 February 2018.

- 5.4 It was noted that, following governor training on pupil outcomes data, an additional Key Priority relating to the progress of disadvantaged pupils and middle prior attainers had been discussed by email and that it had been AGREED by governors that this should be added to the School Improvement Plan. A booklet had been produced summarising the SIP and it was hoped that this would be distributed to parents by the end of the current school term.
- 5.5 It was reported that there had been no correspondence from the Local Authority to the Chair since the October meeting. The LDBS schools bulletin had been forwarded to governors.
- 5.6 It was reported that a summary of Chair's 360-degree feedback questionnaire responses, produced by the Clerk, and the responses to the GB efficiency questionnaire were with the Chair and that an update would be provided at the next meeting.

6. Link visit reports

- 6.1 A report on safeguarding/health and safety and a report on the school's equalities objectives had been circulated prior to the meeting, as had the proposed schedule for further link governor visits. Governors were reminded that reports of visits need not be lengthy and need include only brief notes taking a broad overview.
- 6.2 Health and Safety/Safeguarding A report of a review undertaken by Mr Brickell was provided. It was noted that the key area of concern at this time was the procedure for evacuation of pupils from St Stephen's Church. There was some discussion of which doors were open at which times. It was recognised that a fire officer had made it clear that the school could not be responsible for the procedures followed by the church but AGREED that contact should be made with the church's Health and Safety Officer to discuss this matter.

Action: Rev Buckle, Rev Duce

- 6.3 Equalities objectives Governors were reminded that it was a legal requirement that schools set equalities objectives at least once every four years and that progress towards these objectives be reviewed annually. It was noted that the school had set targets in 2015 and that the report circulated related to the progress made during the school year 2016-17.

7. Headteacher's report

- 7.1 A written report had been circulated prior to the meeting, with appendices including the school's Self-Evaluation for 2016-17 and an updated School Improvement Plan showing action taken in the current term. Mrs Dyer presented the report and provided additional information in some areas. It was reported that a 'mock Ofsted' visit had been undertaken earlier in the day by an adviser from the Tri-Borough Service and that this had been a useful exercise for the school. There had been one other visit from this adviser earlier in the term.
- 7.2 The report provided **contextual data** relating to pupil groups and information relating to **pupil attendance and behaviour**. In response to a QUESTION, it was stated that no specific reason for the increase in unauthorised absence

was known but that action was being taken regarding persistent absentees. It was noted that overall attendance had increased. A QUESTION was asked regarding reasons for the decreased number of pupil behaviour incidents. It was explained that there were a number of possible factors, such as strong pastoral support and a strong focus on Personal, Social and Health Education, including work towards being a UN Rights-Respecting School, class charters, the School Council and other ways of giving pupils a voice.

- 7.3 Overall effectiveness - Quality and Standards of Education The school's overall effectiveness had been judged to be good following the Summer 2017 results. The report showed outcomes data for Summer 2017, as compared with Summer 2016, and targets for Summer 2018. It was reported that the school was using data from ASP (Analyse School Performance), FFT (the Fischer Family Trust) and the IDSR (Inspection Dashboard Summary Report) to set targets and monitor progress. Targets did not require formal approval but had been confirmed to be appropriate by advisers from the Local Authority and London Diocesan Board for Schools. The report showed trends for each year group, areas for further investigation/improvement and actions being taken.

[Clerk's note: Mr Walter left the meeting at 6pm]

- 7.4 Effectiveness of Leadership and Management The report set out details of progress made towards the goals of the **School Improvement Plan**, including a percentage progress score for each Key Priority area. It was noted that the staff training listed did not include all the training undertaken, but showed the training which was most directly related to the SIP. In response to QUESTIONS, it was explained that progress in some Key Priority areas could not be fully assessed until the Spring term or the end of the school year, but that the school was confident that the plan was on track in all areas. It was noted that the report clearly identified reasons in all areas for which the percentage progress shown was currently below 33%.
- 7.5 Detail was provided of the conclusions of the **premises condition survey**, an annual review which had recently taken place. It was reported that top priorities for improvement were the fire alarm system, further electrical works and emergency lighting etc. A bid for funding had been submitted to the London Diocesan Board for Schools.
- 7.6 Quality of Teaching, Learning and Assessment The report provided details of staffing and curriculum, including a variety of enrichment activities, and of activity undertaken to monitor the quality of teaching and learning. It was noted that a review by external consultants in March 2017 had judged the quality of teaching to be good or better in 100% of lessons observed. Information was provided on a number of workshops organised for parents. It was confirmed that governors were welcome to attend parent workshops and/or pupil collective worship.
- 7.7 Outcomes for pupils The report set out a summary of headline data for the current term, listing strengths, areas for improvement and actions being taken. The information included detail of the progress made by pupils according to gender, Pupil Premium/disadvantaged status (including more able disadvantaged pupils) and Special Educational Needs status.

[Clerk's note: Rev Buckle left the meeting at 6.15pm]

- 7.8 A QUESTION was asked regarding **Year 6**, for which data appeared to show less than expected progress in the current term. It was confirmed that this had been the case as at November 2017, when assessment had been undertaken. It was explained that progress was considered in detail during pupil progress meetings and that it was not currently believed that there was serious cause for concern. Governors were shown an example of the colour-coded progress matrices used in pupil progress meetings and were reminded that reports on progress would be made to the Governing Body on a termly basis. In response to a further QUESTION, it was confirmed that booster classes were used to support a number of Year 6 pupils. These had, in the past, been started during the Spring term but were now also run in the Autumn term. A group of pupils needing additional support had also been identified at the end of Year 5 and had attended an additional Summer School.
- 7.9 A QUESTION was asked regarding challenge for **high achieving pupils**. It was explained that under the 'mastery curriculum', each lesson allowed additional support for those pupils needing support and working at a greater depth (making additional connections) for those needing additional challenge. It was noted challenge for the more able fell within Key Priority 5 in the School Development Plan. Actions in the current year included a more able pupils coffee morning, at which the school's approach had been explained to parents, one-to-one meetings, group sessions, and work with other schools and external organisations such as the Science Museum.
- 7.10 School events The report listed a variety of events for the coming Spring term, which governors were welcome to attend.
- 7.11 Conclusion Governors thanked Mrs Dyer for her report and the updated SEF and SIP. It was noted that there were some actions for governors in the SIP which were not yet complete, and that these should ideally be completed in time for the March meeting.

Action: Link Governors

8. Bursar's report

- 8.1 Mr Cressy presented his written report, including details of **payroll amendments** for November 2017 and **petty cash** claims and a report on the budget for the first eight months of the school financial year. As governors had had the opportunity to consider the report prior to the meeting, he did not propose to go through the report in detail but to draw attention to key matters. Questions were also invited.
- 8.2 It was reported that **staff costs**, which governors were reminded formed the great majority of 'all schools' costs, were running slightly lower than anticipated (66.3% of the year's projected spend, at the close of month 8), and that this included pay rises for teachers paid from September 2017 and for support staff paid from March 2017.
- 8.3 Regarding the money owed to the school by the Local Authority in relation to **catering services**, it was reported that the Bursar had been asked in recent weeks to invoice the LA for the sum owed. This had been done but the money had yet to be received.

- 8.4 It was noted that spending on **agency staff**, always difficult to predict with accuracy, had been higher than projected (90% of the year's projected spend, at the close of month 8). It was explained that one-to-one support needed for one pupil had been particularly costly. An application for an Education, Health and Care Plan had been made and some contingency funding had been made available by the LA, but spending on agency staff would almost certainly exceed projections. However, the unexpected income received from the LA to compensate for the school's falling roll, reported at the previous meeting, should be sufficient to cover the excess as well as other unplanned costs previously noted. There was some discussion of the number of pupils with EHCPs and those for whom EHCPs were being sought, and of the process for obtaining plans and the associated funding.
- 8.5 Some detail was provided on spending on **IT equipment** and on **premises maintenance**. It was reported that the maintenance budget was slightly over projection (77% of the year's projected spend at the close of month 8) and that whether to undertake certain items of planned maintenance in the final months of the current financial year or the early months of the next financial year was currently under consideration. A QUESTION was asked about computers and the use of capital budgets. It was explained that, as a Voluntary Aided school, the school did not receive a capital budget, with capital works funded via the LDBS (as per the bidding process noted under the Headteacher's report).
- 8.6 There was some discussion of the overall balance between income and expenditure and the 8% limit on unspent funds beyond which monies were clawed back. It was noted that there had been some unexpected expenses during the year (e.g. the school server) and that others might yet follow in the four remaining months.
- 8.7 A QUESTION was asked about the possibility of emailing governors in the event of any budget header being overspent by more than £5,000, rather than waiting for the next meeting. After some discussion, it was AGREED that governors remained content with budget monitoring reports at the Governing Body's ten meetings per year.
- 8.8 A QUESTION was asked about income for the coming financial year. It was explained that information, including a breakdown, was expected to be available from the Local Authority in February 2018. A QUESTION was asked about longer term financial planning. It was confirmed that the budget-setting meeting, scheduled for March 2018, would include consideration of a three year plan. It was noted that income would change under the new national funding formula and that any increase would not necessarily be sufficient to cover increased pay costs.
- 8.9 Governors thanked Mr Cressy for his report.

[Clerk's note: Mr Cressy left the meeting at 6.45pm]

9. Headteacher's pay

[Clerk's note: Mrs Dyer and Mr Brickell left the meeting for the duration of this item]

- 9.1 The Chair provided a verbal report from the Headteacher's Performance Management Committee regarding performance in 2016-17. It was noted that

six objectives, as opposed to the more usual three, had been set for 2016-17 and that these had - with the Headteacher's agreement - been reported to the full Governing Body at the time at which they had been set. Following interim reviews during the year and a final review, undertaken with the assistance of a consultant, the Committee made a recommendation regarding pay progression, based upon performance during the year. There was some discussion of the school pay policy and how targets were set, the pay range available for the role, the specific sums of money represented by points within that range and the flexibility available to governors regarding future decisions. Based upon that discussion, the recommendation was APPROVED.

[Clerk's note: the specifics of the recommendation are not recorded in these minutes as they constitute personal data relating to an identifiable individual. They are, however, recorded in an email sent to governors by the Chair, a copy of which is held on a confidential file.]

10. Governance matters

- 10.1 Governing Body membership matters It was noted that a vacancy for a governor appointed by the Trustees of the School remained. It was recognised that the outcome of the ongoing skills audit would be useful information for the Trustees when seeking/selecting a suitable candidate.
- 10.2 Governing Body year planner The current version of the planner had been circulated prior to the meeting. It was noted that it would be advisable to bring forward the review of the school's Data Protection Policy due to the coming into force in May 2018 of the General Data Protection Regulation.

11. Statutory policies/key documents

- 11.1 The following documents, updated where applicable, had been circulated prior to the meeting and were APPROVED with no further amendments:
- Scheme of Delegation (including internal financial delegation)
 - Grievance & Discipline Procedures
 - Staff Sickness & Absence Policy
 - Health & Safety Policy
 - Medical Needs Policy.

12. Any other business

- 12.1 An item of business relating to the **role of the Foundation Governor** in supporting the religious character of the school had been proposed by Rev Buckle. It was agreed that this item should be listed on the agenda for the first meeting of the new calendar year, in order that he could be present for the discussion.
- 12.2 Governors wished to record a **note of thanks** to Mrs McMullan and Mrs Lee for their leadership during a recent period of sickness absence of the Headteacher.

There being no further business, the meeting closed at 7.05pm.

Summary of action points

Action (and relevant section in minutes)	Owner
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Contact church H&S Officer re evacuation of pupils from St Stephen's Church in case of fire (6.2)	GB, CD
Aim to complete relevant governor actions from SIP by meeting of March 2018 (7.11)	Link Governors

Actions outstanding/ongoing from October meeting

Action (and relevant section in minutes)	Owner
Complete skills audit form and return to Vice Chair (4.5)	Governors yet to return form

Signed as a correct record by the Chair:

_____ (Print name)

_____ (Date)