

BURDETT-COUTTS AND TOWNSHEND FOUNDATION CE SCHOOL

Governing Body

Minutes of the meeting held on Thursday 8 February 2018 at 5.00pm

Present: Mrs N Bowles (Chair) Mrs R Dyer (Headteacher)
Mr S Brickell Mrs E Siddall
Rev G Buckle Mr W Walter
Mrs S Butcher Mr A Woodward
Rev C Duce (Vice Chair)

Apologies: Mr P Carrivick Ms L Playford

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 Mr Carrivick and Ms Playford.

2. Declarations of interest

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

3. Minutes of meeting of 11 January 2018 and matters arising

3.1 Minutes of the previous meeting were AGREED as a correct record and signed by the Chair. Governors considered actions from the previous meeting, which were largely reported to be complete. Ongoing actions are listed at the end of these minutes, following new actions from this meeting.

3.2 Links with local schools' Governing Bodies (Min 7.2): It was reported that initial contact had been made with the Governing Bodies of a number of local schools and that it was intended that they be invited to share in relevant training and to attend key events such as Baroness Angela Burdett-Coutts Day.

3.4 Tailored training for governors (Min 7.5): It was reported that research had been undertaken into training options and that dates for HR/Finance training were to be arranged.

3.5 Mock Ofsted governor question session (Min 10.2): It was reported that contact had been made with an advisor and that a date for a 'Mocksted' session would be arranged.

- 3.6 Evacuation of pupils from St Stephen's Church in case of fire (Min 6.2): It was reported that the evacuation process drafted by school leaders had been considered by the Parochial Church Council and had been added as an appendix to the relevant safety policy.

4. **Chair's and Vice Chair's reports**

- 4.1 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. Mrs Bowles gave an additional verbal update.
- 4.2 There had been no requirement for formal Chair's Action since the January meeting. It was reported that, subsequent to the circulation of papers, a formal written **complaint** had been received by the Chair. The complaints process and related timescales were noted. Detail of the complaint was not provided, as a panel would be required to consider the complaint in the event that the complaint was not resolved at this stage. There was some discussion of availability for a panel meeting.
- 4.3 It was reported that a meeting of the Leadership Appraisal Group, aided by an external advisor, had established the **Headteacher's targets** for the current school year. It was noted that it was not a requirement that these be shared with the full Governing Body but that Mrs Dyer had agreed that they could be shared. The targets related to pupil outcomes, pupil attendance, professional development and succession planning. An interim review of targets would take place in May.
- 4.4 There was some discussion of **governor vacancies and succession planning**. It was reported that the most recent meeting of the Trustees had been inquorate and that a future meeting would consider any candidates for the current governor vacancy. It was further noted that Mrs Siddall would be stepping down from the Governing Body following the meeting of June 2018. It was AGREED that steps would be taken to seek out potential candidates with useful skills and experience.

Action: Chair, Vice Chair, WW, CD

- 4.5 Vice Chair's report: A verbal report was made regarding future governor training opportunities. A number of governors would be attending safer recruitment training and training on the Statutory Inspection of Anglican and Methodist Schools. It was further noted that induction training for new governors was available.

5. Reports on Link Governor visits, training etc

- 5.1 Leadership Appraisal Group A verbal report regarding the work of the LAG had been made earlier during the meeting (see paragraph 4.3).
- 5.2 Link visits A written report from a recent visit by the Sports Premium Link Governor had been circulated prior to the meeting. There were no questions on this report. Link Governors were reminded to make arrangements with the relevant staff to organise link visits if they had yet to do so.

Action: Link Governors

- 5.3 Governor development A written report relating to the recent **Tri-borough Governors' Conference** had been circulated prior to the meeting. It was noted that falling rolls at primary level were an increasing issue across the boroughs of Westminster and Hammersmith & Fulham. There was some discussion of the reasons for the falling numbers and of the Local Authority's most recent 'School Organisation Strategy' document, published in the summer of 2017. It was noted that the advice to schools was that they should build relationships, share good practice and consider sharing staff and space.
- 5.4 Regarding relationship building, it was reported that the Chair had, at a recent **chairs' leadership course**, met the Chair of Governors of Soho Parish School and had invited its governors to share governor training at Burdett-Coutts. This invitation had been accepted. There had also been some discussion of the possibility of developing a local forum for chairs and vice chairs, for purposes of mutual support and succession planning.
- 5.5 A QUESTION was asked about **meetings of local headteachers and links being developed with other schools**. It was reported that schools in the local cluster were discussing financial constraints and sharing resources, with one development in the current school year being the sharing of a speech and language therapist. It was further reported that a joint bid relating to a three-year vision for support had been submitted to the St Giles-in-the-Fields and William Shelton Educational Charity. There was some discussion of shared use of space, including one specific past proposal relating to a Pupil Referral Unit. It was noted that most novel uses of space would require consultation with various stakeholders, and in particular the Trustees, who owned the school building. A QUESTION was asked regarding timescales. It was explained that financial challenges were a current reality, with a number of other local schools known already to be running in-year deficit budgets. Having thus far been able to maintain a balanced budget, Burdett-Coutts was in a relatively strong position. It was recognised that the school should not close down options

unnecessarily, but that options must be considered with care before any significant future decisions were made.

6. Presentation - Upper Key Stage 2 (Years 5 and 6)

- 6.1 Mrs McMullan gave a presentation relating to Years 5 and 6, beginning by tabling an example SATS maths reasoning paper. In response to a QUESTION, it was confirmed that pupils' ability in reading affected outcomes in this paper.
- 6.2 Information was provided on staffing across the two years. It was noted that several members of teaching staff were used across the two years, to provide appropriate support. Data was provided on gender distribution and the numbers of pupils who were classed as disadvantaged or who had Special Educational Needs (including those with Education, Health and Care Plans) or English as an Additional Language. Data was provided regarding attainment and progress, with key points of note and areas of focus summarised.
- 6.3 It was reported that girls in Year 5 were doing well, and that areas of focus for the remainder of the year included increasing the number of pupils meeting expectations in writing and maths and improving outcomes for boys, particularly in reading and writing. Information was provided regarding the key actions put in place to improve attainment in Year 5, including various projects, rewards and interventions to develop understanding and positive attitudes. It was reported that there had been observable effects on results.
- 6.4 It was reported that Year 6 was on track to meet the target set regarding the percentage of pupils meeting national expectations. The key areas of focus for the remainder of the year would be increasing the number of pupils meeting expectations and decreasing the gap in outcomes between disadvantaged pupils and others. As for Year 5, above, information was provided on actions and interventions. These included booster classes for targeted pupils, two reading programmes and a lunchtime 'mathletics' club, moving maths teaching to the morning session and daily homework (about 20 minutes on maths facts, grammar etc). In terms of use of staffing resources, three teachers worked with the two classes on three days per week, allowing groups to be split for more targeted support. Teaching staff were also granted additional time for focussed planning.
- 6.5 Numerical targets for outcomes in Summer 2018 (percentages meeting or exceeding national expectations in core subjects) were shown. It was noted that the targets for the current Year 6 were higher than national average outcomes.
- 6.6 A QUESTION was asked regarding take-up of breakfast booster classes and any barriers identified. It was confirmed that some families found it difficult to bring their children to school for an 8am start. The

school had therefore moved the targeted booster classes to lunchtimes or after school sessions. The breakfast booster classes had been kept in place and opened to all who wished to attend.

- 6.7 A QUESTION was asked about support for disadvantaged pupils. It was confirmed that they were often among the groups targeted for specific support, such as encouragement to attend 'mathletics' club.
- 6.8 A QUESTION was asked about pupil mobility in Year 6. It was reported that one pupil, who lived out of the area, had moved to a school closer to home.
- 6.9 Governors thanked Mrs McMullan for her presentation.

7. **Headteacher's report**

- 7.1 Mrs Dyer provided a verbal update, beginning by reminding governors that Mrs McMullan's presentation meant that governors had now received **detailed updates on all year groups** since the beginning of the school year. Governors were also reminded that the school's last full (two day) **Ofsted** inspection had taken place in December 2014. A one day visit to assess whether the school remained 'good' could happen at any time and a two-day visit must take place by December 2019. There was some discussion of the various types of inspection and the judgements possible.
- 7.2 Safeguarding: It was reported that safeguarding training for all staff (including staff provided by the school's catering contractors) was scheduled for 25 May 2018. Governors were welcome to attend. It was reported that the school had been working with an educational psychologist, who had led a coffee morning for parents focussing on the importance of sleep for children's health and wellbeing.
- 7.3 Leadership and Management: It was reported that Mrs Dyer, Mrs McMullan and the Chair had recently attended a Church of England Foundation for Educational Leadership conference. This had provided inspiration relating to 'character education' and the school's vision for its pupils. There was some discussion of the school's values as currently set out in writing and whether these might be distilled down into a more concise message. The Senior Leadership Team intended to reflect on this further, with a view to bringing a proposal to governors for consideration.
- 7.4 Pupil contextual information: It was reported that there had been a small increase in the number of pupils on roll, with three pupils having recently joined the school and a further three being due to start after the half term break.
- 7.5 Outcomes for pupils: It was reported that work had been undertaken with Graham Mariner, an advisor from the London Diocesan Board for

Schools, to review the school's targets, strengths and barriers to attainment.

- 7.6 Premises matters: It was reported that consideration was being given to the possibility of creating toilet facilities for Key Stage 2 pupils on a higher floor, in an area currently used for storage. Quotes would be sought, and a proposal brought to the March meeting, alongside the wider budget proposals for 2018-19.
- 7.7 Staff development: A brief update was provided on the progress of members of staff through the Newly Qualified Teacher development process and on Continuing Professional Development for more experienced members of staff. A more detailed update would be provided in the Headteacher's termly written report.
- 7.8 After school club: It was reported that the after-school club (formally a separate entity from the school) had recently had an Ofsted visit, with very positive feedback having been received. Provision had been deemed to be very good, with a single recommendation having been made in the section setting out why the club was not yet 'outstanding'. In response to a QUESTION, it was reported that this related to gathering on entry to the club of information relating to children's interests. In response to a further QUESTION, it was explained that the framework under which the club had been inspected was slightly different from the regular Ofsted framework, with a focus on provision in the Early Years Foundation Stage.
- 7.9 Quality of Teaching, Learning and Assessment: It was reported that staff were in the process of writing pupil progress reports for parents. Governors were reminded that the school's approach was that parents should receive termly updates so that they were well informed and that issues could be addressed during the year. Staff were given time to facilitate this process.
- 7.10 Collective worship: It was reported that Rev Duce had led collective worship during Rev Buckle's recent ten day visit to Myanmar. Some pupils and members of staff had also attended a schools' service at St Paul's Cathedral on 26 January 2018.
- 7.11 Curriculum enrichment: It was reported that the school's STEM (Science, Technology, Engineering and Maths) week was underway and that this included a variety of activities and experiments which were linked to popular films, for example using chemicals to make 'snow', linked to the film 'Frozen', and building structures, linked to 'The Lego Movie'.
- 7.12 School Improvement - Maths Mastery/raising attainment and progress: Governors were reminded that **maths teaching research groups** were to meet on the mornings of Friday 9 February and Friday 23

March (9am -12pm; including teaching from 10-11am). Governors were very welcome to attend either session to see teaching in progress.

7.13 Governors thanked Mrs Dyer for her report.

8. Bursar's report

8.1 Mr Cressy presented his written report, including details of **payroll amendments** for January 2018 and **petty cash** claims and a report on the **budget** for the first ten months of the school's financial year.

8.2 It was reported that, with the end of the financial year now in sight, it was believed that the sum to be carried forward would be in the region of £140,000, as for the previous year. It was noted that income due from the Local Authority in relation to catering services for another local school had now been received. A QUESTION was asked about catering income generally, which was showing as lower than projected. It was explained that income from paid school meals had been lower than anticipated but noted that price increases which had come into effect mid-year would have some impact on the figures.

8.3 Governors were reminded that the **draft budget for 2018-19** was to be considered at the March Governing Body meeting. It was expected that the school's income would be lower in the new financial year. It would be necessary to apply for funding to offset the financial impact of the school's falling roll. There was some discussion of the falling numbers of primary age pupils across the borough and whether this might result in school closures or amalgamations. It was noted that the school had the advantages of a comparatively strong financial position and ownership of the land by the Board of Trustees.

8.4 A QUESTION was asked regarding the percentage of the school's income which was spent on staffing costs. The Bursar did not have this figure to hand but estimated it to be in the region of 66-67%. A QUESTION was asked regarding IT costs and whether these were likely to be lower in the new financial year. It was reported that the IT budget was proposed following discussions with relevant members of staff. It was noted that there were some items in need of upgrading and that changes in technology were ongoing, which necessitated some expense in any year.

8.5 A QUESTION was asked regarding staff bids for funding for various areas of expenditure. It was confirmed that this was part of the budget planning process, with any shortfalls considered. Cost savings in some areas were also thought to be a possibility, e.g. sharing resources between areas or with other local schools.

8.6 Governors thanked Mr Cressy for his report.

[Clerk's note: Mr Cressy left the meeting at 6.40pm]

9. Longer term strategic planning

- 9.1 A number of medium-to-long term issues had been discussed under Items 5 and 8.
- 9.2 It was noted that, following a recent conference, it was intended that the school's senior leaders begin a review of the school's **vision and values** statement. It was noted that there was a need for consistency in message and that the school had made changes in the past while maintaining a clear core message. For example, the school's motto 'Working together in faith, hope and love' had been in place for some fifteen years.

10. General governance matters

- 10.1 Membership matters: Vacancies and succession planning had been considered under the Chair's report, Item 4.
- 10.2 Governing Body year planner: It was AGREED that longer term strategic matters and compliance with the new General Data Protection Regulation should be added to agendas for the coming months.

11. General Data Protection Regulation

- 11.1 Guidance documents based upon information from the National Governance Association, the Information Commissioner's Office and The Key for School Governors had been circulated prior to the meeting. It was noted that this was largely an operational matter, but that Governing Bodies were responsible for ensuring that the school was compliant with new requirements which would come into force in May 2018.
- 11.2 It was noted in particular that it was a requirement under the GDPR that schools have a designated Data Protection Officer. It was reported that the school's current view was that outsourcing this role was likely to be the most practical approach. A proposal would be brought to the next meeting of the GB, as part of the draft budget for 2018-19.
- 11.3 There was some discussion of governor communications and data storage, including a possible move to school email addresses for governors, the various options available for accessing and storing Governing Body papers and the cost implications of any changes.

12. Statutory policies/key documents

- 12.1 The following documents had been circulated prior to the meeting:
- Schools Financial Value Standard return
 - Accessibility Plan
 - Whistleblowing Policy

- Online Safety Policy.

12.2 SFVS return: It was reported that the format of the Schools Financial Value Standard return had changed slightly since the previous return. It was noted that the return answered the various questions with comprehensive information. The document was APPROVED for submission to the Local Authority.

12.3 Accessibility Plan: It was noted that two sections of factual information were yet to be completed with responses from the relevant members of staff. Subject to this and the correction of one typographical error, the plan was APPROVED for publication. A QUESTION was asked regarding wheelchair users. It was reported that the school had not, during Mrs Dyer's tenure, received any admissions applications for children who used wheelchairs; there had been one potential parent who used a wheelchair.

12.4 Online Safety Policy: Governors APPROVED the revised Online Safety Policy. It was noted that the policy referred to a Link Governor for online safety. It was AGREED that this should be part of the Safeguarding Link Governor role. A QUESTION was asked about the after-school club. It was confirmed that the club would also comply with this policy.

12.5 Whistleblowing Policy: Governors APPROVED the whistleblowing policy for publication.

13. Any other business

13.1 Freedom of Information: Governors' attention was drawn to a tabled document regarding Freedom of Information. This was to be published on the school website and provided details of where key information was published and how information not routinely published could be obtained by those with an interest.

13.2 Ofsted framework: Further to a discussion earlier in the meeting, Mrs Dyer provided governors with details regarding the frequency of Ofsted visits and the conversion of one-day inspections into longer inspections dependent on initial findings.

13.3 There being no further business, the meeting closed at 7.00pm.

Summary of action points

Action (and relevant section in minutes)	Owner
Take steps to seek out potential new governors with appropriate skills and experience (4.4)	Chair, Vice Chair, WW, CD
Make arrangements with the relevant staff to organise link visits (5.2)	Link governors

Actions outstanding/ongoing from previous meetings

Action (and relevant section in minutes)	Owner
Aim to complete relevant governor actions from SIP by meeting of March 2018 (7.11, December) [See RD email 12 Jan 2018 for summary]	Link Governors

Signed as a correct record by the Chair:



N. Bowles (Print name)

22nd March 2018 (Date)