

# BURDETT-COUTTS AND TOWNSHEND FOUNDATION CE PRIMARY SCHOOL

## MEETING OF THE GOVERNING BODY

Minutes of the Meeting Held on Thursday 9<sup>th</sup> January 2020 at 6pm

### **Present:**

Mrs N Bowles  
Mr S Brickell  
Mrs R Dyer  
Ms L Playford  
Ms S Agabani  
Rev G Buckle  
Mrs J Bates  
Ms A Johnson  
Mr W Walter

### **Apologies:**

Mr P Carrivick  
Ms P Ashley

### **In attendance:**

Mr N Cressy (Bursar)  
Mrs S Lee (Clerk)

## Meeting summary

### Decisions Required

Approval of policies.

### Updates

SIAMS training  
Headteacher's report (verbal)

### Next steps

Dates to meet with school staff as a link governor

## **1. Opening prayer; Welcome and apologies**

**1.1 All present were welcomed to the meeting which was opened with a prayer led by Revd Buckle. Apologies from Mr Carrivick were noted.**

### **Bursar's report**

2.1 Mr Cressy explained why the budget was submitted late, it was noted that this was due to Westminster's indecision on the falling roll budget.

2.2 It was reported that money has been received from the Trustees of the school which has been used to cover property insurance.

2.3 It was explained that the staff budget is the biggest item of expenditure for the school. There is likely to be an overspend on this budget item compared to what

was projected due to long term sick leave (which the school staff insurance company have refused to cover despite appeal from the school).

2.4 The governors were informed by Mr Cressy that the following budgets were on track for the year: premises and school meals. It was explained by Mr Cressy that the costs for agency staff members will be higher than projected.

2.5 It was explained by Mr Cressy that progress continues to be made with regard to the rental of two rooms in the school and this would bring in £12,000 per annum which would go directly to the Trustees.

2.6 It was explained by Mr Cressy that there is currently a projected budget deficit for the year ending April 2020.

A QUESTION was raised in relation to the budget deficit and the appropriate response: it was explained by Mr Cressy that there was little that the school could do to eliminate the deficit before the end of the current financial year and that the deficit would need to be addressed at the year end.

A QUESTION was asked in relation to the school staff insurance and if another appeal could be made to the insurance company. It was explained by Mr Cressy that no appeal has ever succeeded and Mrs Dyer commented that other schools have withdrawn their staff insurance. A discussion ensued amongst governors regarding the possibility of withdrawing the school's staff insurance and they agreed to keep the matter under review.

A QUESTION was asked in relation to why the rents and rates were higher than what was budgeted for the year. **Action: Bursar to check if the school has been overcharged.**

### **Governor Training Session, SIAMS - Helen Ridding**

3.1 Helen Ridding delivered training entitled 'The 2018 SIAMS schedule'. The role of governors during a SIAMS inspection was explained and the importance of the school vision was highlighted through the training.

## **2. Declaration of Interests**

4.1 No declarations of interest were made by those present in any item on the current agenda.

## **3. Minutes of previous meeting and matters arising**

5.1 No amendments were suggested by the governing body and the minutes were AGREED by the governing body.

5.2 Thursday 19<sup>th</sup> September 2019 minutes were updated, following discussion at November's meeting and the updated minutes were AGREED by the governing body.

<b>Matters arising</b>		
<b>Action (and relevant section in minutes)</b>	<b>Owner</b>	<b>Update</b>
Create an ethos committee (Min 5.2)	<b>Mrs Dyer and all Governors</b>	<b>Complete</b>
Governors to liaise with SIP Key Priority lead person that they are linked with (Min 5.6)	<b>All Governors</b>	<b>Ongoing</b>
Read document, 'RE Entitlement' (Min 5.7)	<b>All Governors</b>	<b>Ongoing (6 governors have completed)</b>
Collate responses to the website (Min 5.10)	<b>Mrs Dyer</b>	<b>Completed</b>
Create google doc re : website ideas (Min 5.10)	<b>Mr Carrivick</b>	<b>Ongoing</b>
Contact the Friends of Burdett-Coutts (Min 6.2)	<b>Mrs Dyer</b>	<b>Complete</b>
Consider incentives and email the Chair (Min 6.2)	<b>All Governors</b>	<b>Ongoing</b>
Contact Michael Larkin re: date of HTPM meeting (Min 6.6)	<b>Ms Bowles</b>	<b>Complete</b>
Governors to read 'What It Means to be a Foundation Governor' and the SIAMS crib sheet (Min 7.5)	<b>Ms Bowles and all governors</b>	<b>Crib sheet – complete Foundation Governor - ongoing</b>
Draft letter to LDBS re falling roll fund. (Min 8.3)	<b>Mr Carrivick</b>	<b>Ongoing</b>

### **Headteacher's report**

- 6.1 It was explained by Mrs Dyer that the children from Years 5 and 6 attended Coutts bank to sing before Christmas and discussions are taking place regarding loaning the painting of Angela Burdett-Coutts (located in the first floor hall of the school) to Coutts bank.
- 6.2 It was reported by Mrs Dyer that the school's family liaison officer and a parent helper have been handing out flyers to nurseries and other locations such as railway stations to promote the school.
- 6.3 It was explained by Mrs Dyer that there have been visits to the school from prospective parents (19 in total). These prospective parents have been asked for feedback about their experience. A QUESTION was asked in relation to the visits and whether the parents have visited the school in response to the leaflet promotion. A QUESTION was asked how the number of visiting prospective parents have compared to previous years and in response to this Mrs Dyer explained that there has been an increase this year which is believed to be linked to the leafleting in the local area. A QUESTION was asked about the prospective parent response to the amalgamation of Nursery and Reception and Mrs Dyer explained that the parents have not raised this as an issue.
- 6.4 It was explained by Mrs Dyer that the Sports Premium report was written by the PE leader in the school and that the Behaviour and Medical Conditions policies are updates rather than new policies. Mrs Dyer explained that the RSE policy has

been developed in consultation with the school nurse and parents in July 2019. A QUESTION was asked about whether the Stonewall award that the school has (the school is recognised as a Stonewall champion) should be included in the RSE policy and Mrs Dyer explained that she would ask about this during next week's learning walk.

**ACTION: Mrs Dyer to ask regarding the incorporation of the Stonewall Champion in the RSE policy.**

6.5 It was explained that Mrs Dyer will be developing a Safeguarding Action Plan and will be providing updates to the governing body regarding this.

6.6 It was noted by Mrs Dyer that the catering contract is due for renewal. The local cluster of schools is working together to create a bid for a new catering company.

6.7 Mrs Dyer noted the involvement of the Year 3 children in the Steve McQueen exhibition at the Tate.

6.8 The headlines of the Autumn Term Standards Report were shared by Mrs Lee. It was noted that reading continues to be a strength and that there is an improving picture in terms of the mathematics results. It was reported by Mrs Lee that the progress made continues to be a positive picture. A QUESTION was asked in relation to the EYFS data and why it was lower than the national and it was explained by Mrs Lee that the starting points for the children in EYFS are often considerably lower than the average child beginning in Reception and therefore the school was able to show good progress. A QUESTION was asked in relation to the EYFS baseline and how this works; Mrs Lee responded by saying that the EYFS baseline is currently school based but that the school took part in a Government pilot scheme at the beginning of the year as the Government are in the process of creating a new Reception baseline assessment. A QUESTION was asked in relation to KS1 SATS and when they were currently likely to be removed; Mrs Lee explained that the current date for this is 2023. A QUESTION was asked in relation to the current Year 6 data and what the school was doing to improve exam resilience among the pupils. Mrs Lee explained that the school has completed a number of SATS papers so that the children are familiar with the format.

### **Ethos Committee and SIAMS update**

7.1 It was explained by Mr Buckle that the Ethos committee have decided to look at the impact of collective worship and the school's collective worship pupil leader will be invited to the next meeting to discuss this. The next meeting will be on 5<sup>th</sup> March 2020.

### **Chair's and Vice Chair's reports**

8.1. Ms Johnson explained that the Chair's report was filed in the February folder on Governor Hub.

8.2 It was explained that Mr Carrivick has created a Google doc which details 'Governor Goals This Year'

**ACTION: read the 'Governor Goals This Year' Google doc on Governor Hub.**

- 8.3 An update has been provided (on Governor Hub) regarding marketing towards the reception cohort. A concern was raised about the focus of the Governing Body and if the focus on increasing the reception cohort was more operational than strategic. It was AGREED that the Governing Body needed to remain focused on their strategic role and that the wording of the 'Governor Goals This Year' document can be amended to ensure this focus.

**Action: the 'Governor Goals This Year' document is working document and governors are invited to make any changes to the document and add comments.**

- 8.4 It was explained that discussions are continuing with Coutts Foundation in relation to funding for the school.
- 8.4 An external adviser is being invited into the school to conduct a review of the effectiveness of the governing body. A QUESTION was asked regarding the cost of this and it was explained that consideration of this has been taken into account.

### **General governance matters**

- 9.1 It was reported that the current LDBS vacancy is in the process of being filled and Mrs Lee explained where the current candidate is in the process.
- 9.2 In relation to link governor meetings, it was reported that Ms Playford and Mrs Dyer have met since the last meeting. No other link governor meetings have taken place since the last meeting.
- 9.3 The SIAMS document will be amended following this evening's training.

**ACTION: Ms Bowles to update the SIAMS crib sheet following the training.**

- 9.4 The appraisals panel met with M Larkin on 2<sup>nd</sup> December 2019. It was explained that targets were reviewed, and new targets were set for 2019/20. A review meeting will take place in Spring and a date for the summer meeting date is to be confirmed. It was noted that M Larkin raised the idea of ethical leadership at the meeting.
- 9.5 A member of the governing body explained a new initiative which the NGA have established entitled 'Pathfinders'. On 30<sup>th</sup> January 2020 there will be NGA training focused on the governing body framework and governors were encouraged to attend this training if possible. A QUESTION was asked whether the Governing Body would like the opportunity to become a Pathfinder school.

**ACTION: Ms Bowles to look at the Pathfinder opportunity.**

### **Policy Development**

- 10.1 Seven documents were circulated prior to the meeting.
- 10.2 The Sports Premium Policy was APPROVED.
- 10.3 The Behaviour Policy was APPROVED.
- 10.4 The Supporting Pupils with Medical Conditions Policy was APPROVED.

10.5 The Complaints Policy was APPROVED.

10.6 The RSE Policy was APPROVED (possible amendment of including reference to the Stonewall award that the school has).

10.7 The Discipline and Grievances Procedures Policy was APPROVED.

10.8 The Attendance policy were APPROVED.

10.9 A QUESTION was asked regarding the NQT policy. Mrs Dyer explained that this is to be looked at during the next meeting.

### **Any other business**

11.1 Mrs Dyer noted the addition of pictures of Angela Burdett-Coutts's house in the first floor hall.

11.2 Thanks was noted for the length of service of a member of staff at the school.

### **ACTION: letter to member of staff from the governing body.**

11.3 A QUESTION was asked if the Governing Body were happy for a letter to be sent to the Friends of Burdett Coutts group from the Governing Body to thank them. This was AGREED to by the Governing Body.

### **ACTION: Ms Bowles to draft a letter.**

## **12. Governing Body impact**

12.1 With regard to ensuring clarity of vision, ethos and strategic direction, governors had completed SIAMS training and discussed the developments made by the ethos committee.

12.2 With regard to holding the headteacher to account for the educational performance of the school and its pupils and the performance management of staff, governors had considered the data available in the Autumn Term Standards Report, had discussed the Headteacher's Performance Management Committee for the current year.

12.3 With regard to overseeing the financial performance of the school and making sure its money is well spent, governors had reviewed financial information provided by the Bursar and had considered future budget planning in terms of pupil numbers.

## **13. Confidential matters**

13.1 There were no confidential matters discussed.

## **14. Close**

14.1 There being no further business, the meeting closed at 20:18.

## Summary of action points

Action (and relevant section in minutes)	Owner
Bursar to check if the school has been overcharged (Min 2.6)	N Cressy
Check regarding the incorporation of the Stonewall Champion in the RSE policy (Min 6.4).	R Dyer
Read the 'Governor Goals This Year' Google doc on Governor Hub (Min 8.2)	All governors
The 'Governor Goals This Year' document is working document and governors are invited to make any changes to the document and add comments (Min 8.3)	All governors
Update the SIAMS crib sheet following the training (Min 9.3).	Ms Bowles
Investigate the Pathfinder opportunity (Min 9.5).	Ms Bowles
Letter to member of staff from the governing body (Min 11.2).	Chair
Letter to Friends of Burdett-Coutts from the governing body (Min 11.3).	Ms Bowles

## **Approval of the minutes by the Chair**

I, Philip Carrivick, Chair of the Governing Body at Burdett-Coutts and Townshend Church of England Primary School, deem these minutes to be a true and an accurate record of the Full Governing Body meeting which took place on **Thursday, 9<sup>th</sup> January at 6:00pm.**

E- Signed as a correct record.  
Date: 5 March 2020

**Philip Carrivick,**  
Chair of the Governing Body  
Burdett-Coutts and Townshend Church of England Primary School