

the possibility of including, in future, an administration fee in relation to the amount of time spent pursuing payments.

- 3.4 The report also included a sheet detailing the **proposed use of the additional £105,000 funding** received in relation to the school's falling roll. Areas of spending previously discussed at meetings of the Governing Body included the replacement server (£10k), agency staff to support pupils with Special Educational Needs (£25k), work on the school's top floor toilets (estimated £10k) and a sum to cover the reduced Pupil Premium income relating to the reduced number of pupils on roll. Other areas of proposed spending included PCs and whiteboards (£10k), staff development (£7.5k), some possible accruals and contingency funding of £12,500, which might be spent on work on classrooms.
- 3.5 Governors were reminded that work on planning the budget for the coming financial year was expected to start in February 2018. In response to a QUESTION, it was confirmed that support for pupils with Special Educational Needs requiring one-to-one input - currently being supplied via agency staff - would be considered as part of this process. A QUESTION was asked regarding spending on agency staff in previous years. It was explained that this had sometimes been considerably higher in the past (for example, in the region of £300,000 per year some four years past).
- 3.6 Governors thanked Mr Cressy for his report.

[Clerk's note: Mr Cressy left the meeting at 5.15pm. Mr Woodward joined the meeting at 5.15pm]

4. Presentation - Lower Key Stage 2 (Years 3 and 4)

- 4.1 Mrs Lee gave a presentation relating to Years 3 and 4. This began with data relating to the 37 children in Year 3, including gender distribution and the numbers of pupils who were classed as disadvantaged or who had Special Educational Needs or English as an Additional Language. A QUESTION was asked about pupil mobility. It was thought that one pupil had left the school, one had joined, and one had left but returned.
- 4.2 Data was provided regarding attainment and progress in Year 3, with key points of note summarised. It was reported that the average number of steps of progress made in the Autumn term was seen as promising. A QUESTION was asked about the impact on pupils' writing of having English as an Additional Language. It was confirmed that this was a factor kept in mind by staff and that work was done to expand pupils' vocabulary and to improve the quality of their sentences. A QUESTION was asked about an apparent discrepancy in the data regarding progress. It was explained that where there was no progress data shown for an individual pupil, this was because there was no available information on prior attainment. Information was provided regarding the key actions being put in place to improve attainment in

Year 3, including team teaching, special writing books to encourage extended writing at home by pupils capable of working at a greater depth and focussed group work in maths. Sample writing workbooks were showed to governors. A QUESTION was asked about the gender of pupils working at a greater depth. It was reported that these pupils included both girls and boys.

- 4.3 The presentation continued with contextual data and attainment and progress data for the 24 pupils in Year 4. It was noted that numbers of disadvantaged pupils and those with EAL were high, as for Year 3, but that there were no pupils with identified Special Educational Needs in this year group. The percentage of children in Year 4 meeting national expected levels was reported to be encouraging, with pupils eligible for Pupil Premium attaining as well as, or sometimes better than, their non-disadvantaged peers. Boys' attainment was also noted to be a particular positive in this year group. Pupils were reported to have made an average of two steps of progress in all subjects during the Autumn term, with the exception of writing. It was explained that this had been due to issues identified with the writing of one child, for whom targeted support had been put in place. Information was provided regarding the key actions being put in place to improve attainment in Year 4, which included those listed for Year 3, above, and additionally one-to-one work on reading with some pupils and a focus with individual pupils on areas such as handwriting (which could hold back assessed attainment in writing) or the development of a 'growth mindset'. A QUESTION was asked about pupil mobility in Year 4. It was reported that there had been a small number of leavers at the beginning of the year and one new starter.
- 4.4 The presentation concluded with the targets which had been set for the end of the school year in Years 3 and 4. It was noted that some had already been met. It was reported that, where this was the case, the school was working to increase the numbers of pupils working at a greater depth in the relevant subject.
- 4.5 Governors thanked Mrs Lee for her presentation.

[Clerk's note: Mrs Lee left the meeting at 5.40pm]

5. Presentation - Statutory Inspection of Anglican and Methodist Schools

- 5.1 Mrs McMullan gave a presentation on the new framework for SIAMS. Governors were reminded that the school had been assessed at its most recent SIAMS visit as 'good' in two areas and 'outstanding' in two, leading to an overall grade of 'good'.
- 5.2 A paper was tabled providing a summary of the new SIAMS framework, with new areas of focus highlighted. These included a 'calling to the marginalised', developing resilience, aspiration and hope, celebrating

diversity and difference and increasing pupils' theological literacy. It was explained that the first inspections under this framework would not take place until Summer 2019, giving schools time to make any necessary changes to processes and recording.

- 5.3 Information was provided on work done by the school in connection with a variety of charities. One which was particularly relevant to SIAMS and 'spreading compassion' was fundraising done in association with the Tear Fund's Toilet Twinning water and sanitation charity initiative in developing countries. In response to a QUESTION, it was confirmed that the school also worked with local organisations to help the marginalised, for example with contributions to foodbanks during harvest festival and singing at events for local community groups.
- 5.4 It was reported that the information provided to this meeting was an outline summary. The school's self-evaluation document for SIAMS was being drafted and was currently 12 pages long. A final version would come to the Governing Body for approval. The Link Governor for SIAMS would monitor progress.
- 5.5 There was some discussion of practical theology and of linking RE, which was now taught by class teachers, with other school subjects. Governors were reminded that the aim was not to convert pupils to Christianity but to serve the common good, as when schools were first founded by churches in disadvantaged areas. The school should be able to show the 'value added' stemming from its Christian vision.
- 5.6 A QUESTION was asked about school policies and whether any would need to be updated in line with the new framework. It was thought that existing policies were broadly in line with requirements, although it might be helpful to add to policies a section relating to the school's Christian vision. Governors' attention was drawn to the school's vision booklet/mission statement. It was noted that considering an update in the Summer term was a possibility.
- 5.7 Governors thanked Mrs McMullan for her presentation.

[Clerk's note: Mrs McMullan left the meeting at 5.55pm]

6. Minutes of meeting of 14 December 2017 and matters arising

- 6.1 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.
- 6.2 Evacuation of pupils from St Stephen's Church in case of fire (Min 6.2): It was reported that a proposed evacuation process had been drafted

by school leaders and was to be considered at a meeting of the Parochial Church Council (PCC) in approximately two weeks' time.

- 6.3 School Improvement Plan (Min 7.11): Governors were reminded of the need to complete Spring Term actions from the SIP. It was AGREED that a summary list would be created and circulated.

Action: Headteacher

- 6.4 Matters arising - former Associate Member: It was AGREED that, in addition to the email already sent, a card thanking Mr Drewson for his work as an Associate Member should be sent.

Action: Chair

[Clerk's note: Mr Walter joined the meeting at 6.00pm]

7. Chair's and Vice Chair's reports

- 7.1 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. It also included extracts from the summary of the **Chair's 360-degree feedback exercise**, the action to be taken in response and a reminder to governors regarding **training**.

- 7.2 Finally, the report included a summary of the responses to the **GB efficiency survey**. In most areas, respondents had been confident or very confident that the Governing Body was performing well. Questions where responses showed less certainty included parents/the local community being aware of the work of the GB, there being collaboration with other schools and other sectors and school improvement being due to the contribution of the GB. The potential for improvement in these areas, including a variety of possible actions, was discussed. It was AGREED that contact would be made with other local schools' Governing Bodies with a view to developing links (e.g. attendance at school events; shared training).

Action: W Walter

- 7.3 Mrs Bowles made an additional verbal report. It was noted that the consultation on the school's **Admissions Policy 2019-20** and on admissions criteria for entry in September 2019 had closed with no responses. The updated policy would therefore be published on the school website shortly.
- 7.4 It was proposed that the Governing Body begin **publication of agreed meeting minutes** on the school website, beginning in the first instance with minutes of all meetings held in the current school year. It was confirmed that all minutes finalised since the Clerk had come into post

in December 2014 had been drafted with a view to possible publication and that any sensitive personal data/confidential information had been recorded in separate minutes. It was AGREED that minutes should be published.

- 7.5 Vice Chair's report: Mr Woodward tabled a report showing anonymised responses to the **governors' skills audit**. The summary column showed that most respondents were confident regarding their skills/experience in most areas, with the fewest positive responses in specialised areas such as HR, procurement and estate management. It was noted that this was less of an issue for this Governing Body than for some others, such as those who were owners of their premises, and that expert advice was bought in where appropriate. It was also recognised that the new meeting structure, with 10 full GB meetings per year and fewer Committee meetings, would increase individual governor experience in a number of areas. It was AGREED that the possibility of tailored training in areas such as HR and finance for governors would be investigated.

Action: Vice Chair

8. Link visit reports

- 8.1 School Improvement Plan KP1 - Maths mastery: A written report on the progress of Key Priority 1 of the SIP had been circulated prior to the meeting. There were no questions at this time.
- 8.2 SIAMS: Governors noted the changes to the SIAMS framework reported in Mrs McMullan's presentation earlier in the meeting. A Link Governor visit would take place later in the current school year.
- 8.3 Training: The governor skills audit and necessary training had been considered under the Vice Chair's report. It was further noted that individual governors were booked on various training courses scheduled in the current school term.

9. Headteacher's report

- 9.1 Mrs Dyer provided a verbal update, noting that there had been only nine-and-a-half school days since the December meeting, including **In-service Training** days. One of these, led by an external provider, had focussed on IT and new national expectations that pupils would learn about topics including coding and algorithms.
- 9.2 Safeguarding: It was reported that there had been recent **changes to requirements in early years provision**, relating to staff:pupil ratios and staff qualifications.
- 9.3 Leadership and Management: It was reported that there had been some discussion with the headteacher of a school from another

borough on **marketing of schools** in areas with falling rolls, and on specialist advice sought by that school. It had been noted that many of the approaches advised were already used by Burdett-Coutts. There was some discussion of the school's links with the church toddler group.

- 9.4 Governors were reminded that a '**mock Ofsted**' had taken place in December 2017, with an adviser from the Local Authority meeting with staff and asking questions. This had been a very useful experience for staff and feedback in the draft report had been generally very positive. The final report would be circulated to governors when available.
- 9.5 It was reported that Mrs Lee had commenced **senior leadership training** and was working towards the National Professional Qualification for Senior Leadership. She had also applied to train as a moderator for the Tri-Borough Education Service. It was anticipated that this training would be useful for the school as well as for individual professional development, as would work being done by the Senior Leadership Team with various local schools.
- 9.6 Health and Safety: As noted earlier in the meeting, a proposed appendix to the church's Health and Safety Policy, relating to **evacuation of pupils from the church** in the event of an emergency, had been drawn up for consideration by the PCC.
- 9.7 It was reported that a recent meeting of local headteachers had discussed **emergency planning** and that the Bursar was scheduled to attend a meeting on **business continuity planning**. Emergency planning measures included practical issues regarding locks and securing the school site. The school was investing in a system to notify staff in the event of incidents requiring evacuation or lockdown.
- 9.8 Quality of Teaching, Learning and Assessment: Echoing the report earlier in this meeting that SIAMS visits would in future consider how RE teaching was linked with other subjects, it was noted that Ofsted inspections were expected in future to consider how the **broader curriculum** (including History and Geography) supported pupils' development of maths and English skills.
- 9.9 It was reported that **maths teaching research groups** were to meet on the mornings of Friday 9 February and Friday 23 March (9am - 10am or noon). This was linked to one of the actions of Key Priority 1 of the School Improvement Plan: To develop teachers' Maths Mastery and raise attainment and progress in Mathematics. Governors were very welcome to attend either session.
- 9.10 Outcomes for pupils Data for Years 3 and 4 had been considered earlier during this meeting. Data for Years 5 and 6 would be presented at the February 2018 meeting.

9.11 Governors thanked Mrs Dyer for her report.

10. Preparation for Ofsted visit

10.1 An updated key data sheet had been circulated to governors prior to the meeting. Governors were reminded that all should be able to talk about key facts and areas for development and were requested to read the key data sheet.

Action: All governors

10.2 It was AGREED that a brief mock-Ofsted question session etc would be helpful for governors and that this should be held at a time separate from scheduled meeting dates.

Action: Chair

11. Role of foundation governors

11.1 There was some discussion of the Foundation Governor role, which was the same as that for all governors but with an additional emphasis on supporting the religious character of the school and promoting its Christian ethos. It was noted that this was particularly relevant at present, given the changes to the SIAMS format, as considered earlier during this meeting. It was noted that the Governing Body had appointed Mr Woodward as Link Governor for SIAMS but that all Foundation Governors should keep in mind their Foundation brief when carrying out their duties as governors. There was some discussion of possible approaches to supporting religious character/Christian ethos, including reports to the GB from Foundation governors and attendance at the school's Baroness Angela Burdett-Coutts Day on 18 April 2018. It was AGREED that Foundation Governors would hold a brief separate meeting following the February Governing Body meeting.

Action: Foundation Governors

12. General governance matters

12.1 Skills audit: The skills audit had been considered as part of the Vice Chair's report

12.2 Governing Body membership matters With the exception of vacancy for a governor appointed by the Trustees of the School, all Governing Body roles were currently filled.

12.3 Governing Body year planner The current version of the planner had been circulated prior to the meeting. No further changes to formal GB business were proposed at this time. There was some discussion of governors' participation in the Baroness Angela Burdett-Coutts Day,

which could potentially be considered via email rather than as part of a meeting.

13. Statutory policies/key documents

13.1 The following documents, updated where applicable, had been circulated prior to the meeting and were APPROVED with no further amendments:

- Rights Respecting Positive Behaviour Policy
- Complaints Policy
- Care, Control and Restraint Policy
- Staff Code of Conduct [within Induction Policy].

13.2 In response to a QUESTION regarding logging of incidents in which restraint of a pupil was necessary, it was confirmed that this was among the range of information logged in the school's electronic systems. Recording also included copies of letters sent in relation to such incidents.

14. Any other business

14.1 There being no further business, the meeting closed at 7.15pm.

Summary of action points

Action (and relevant section in minutes)	Owner
Collate and circulate list of governor actions from SIP (6.3)	Headteacher
Send thankyou card to Mr Drewson (6.4)	Chair
Contact other local schools' Governing Bodies with a view to developing links (e.g. attendance at school events; shared training) (7.2)	W Walter
Investigate possibility of tailored training in areas such as HR and finance for governors (7.5)	Vice Chair
Read Ofsted preparation key data sheet (10.1)	All governors
Arrange mock Ofsted governor question session (10.2)	Chair
Hold brief separate meeting following February Governing Body meeting (11.1)	Foundation Governors

Actions outstanding/ongoing from December meeting

Action (and relevant section in minutes)	Owner
Aim to complete relevant governor actions from SIP by meeting of March 2018 (7.11)	Link Governors

Signed as a correct record by the Chair:



N. Bowles (Print name)

18th February 2018 (Date)