

BURDETT-COUTTS AND TOWNSHEND FOUNDATION CE SCHOOL

Governing Body

Minutes of the meeting held on Thursday 24 January 2019 at 5.00pm

Present: Mr S Brickell
Mrs S Butcher
Mr P Carrivick (Co Vice Chair)
Revd C Duce
Mr A Woodward (Chair)
Mrs R Dyer (Headteacher)
Revd G Buckle
Ms J Bates

Apologies: Mrs N Bowles
Mr P Carrivick
Miss A Johnson
Ms Louise Playford
Mr W Walter

In attendance: Ms C Mehegan (Clerk)
Mrs R Griffiths (Trainee Clerk)

1. Opening prayer; welcome and apologies

1.1 All present were welcomed to the meeting. A prayer was led by Revd Buckle. Apologies from Mrs Bowles, Miss Johnson, Mr Carrivick, Miss Johnson, Ms Playford and Mr Walter were noted.

2. Declarations of interest

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

3. Minutes of meeting of 29 Nov 2018 and matters arising

3.1 Minutes of the previous meeting were AGREED as a correct record and signed by the Chair.

[Clerk's note: Ms Mehegan joined the meeting at 5.15pm]

3.2 Actions from the previous meeting were reported to be complete. There were no matters arising not otherwise on the agenda for this meeting.

4. Chair's/Vice Chairs' reports

4.1 No formal Chair's action under Regulation 8 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 had been necessary since the November meeting.

4.2 The Chair and headteacher provided feedback on the recent Ofsted visit, noting that outcomes remained confidential until the report was published. It was reported that the school remained **Good**. It was noted that the school had been preparing for the inspection for several years. The Chair thanked Mrs Bowles for the work that had been carried out to the school website and the

uploading of reports. It was noted that the inspectors would have carried out most of their research prior to visiting the school. Mathematics was identified as being taught well in the school. It was reported that the inspectors were impressed with the reading and writing that they saw demonstrated. It was noted that the behaviour of pupils was deemed to be very good. The inspectors were impressed with the openness of the governors.

[Clerk's note: Revd Duce joined the meeting at 5.20pm]

5. Link Governor Reports

- 5.1 A report on an equalities link visit had been circulated prior to the meeting. Its contents were noted. The Chair reminded governors to contact the relevant school lead to enable them to carry out their link visits.

Action: Governors

6. Teaching and learning/Pupil outcomes

- 6.1 The scheduled presentation on T&L/ Pupil Outcomes was not made and was carried forward to the February meeting.

7. Headteacher's report

- 7.1 It was noted that the **Inspection Data Summary Report (IDSR)** was now available on GovernorHub.
- 7.2 **Staffing matters:** Information was provided regarding two recent maternity leaves. Some information on a staffing matter with significant financial implications was provided and is noted separately in a confidential minute.
- 7.3 **Premises/Health and Safety matters:** It was reported that a Health and Safety site walk had been undertaken by Mr Brickell (in his role as Health and Safety Link Governor), the Office Manager and the Premises Manager
- 7.4 It was reported that the new fire alarm/lockdown system was in the process of being fitted.

8. Bursar's Report

- 8.1 Mr Cressy provided an update. It was reported that there should be a nil balance at the end of the year. Staff costs there would be an overspend of £21,000. There was an increase with spending on teaching assistants and redundancy payments. It was noted that spending on cover for sickness absence had been considerably higher than projected. The Bursar explained that the borough used to fund these types of costs, insurance policy no longer covers these costs.
- 8.2 There was some discussion of the financial challenges facing the school. It was noted that there would be a reduction of overall income of £75,000, with the budget for the coming year to be considered in detail at two meetings

scheduled for March 2019. Some possible sources of additional grant funding were noted. It was AGREED that the financial challenges facing the school should be raised at the Trustees meeting and, in particular, drawn to the attention of a Trustee who was a member of the local Council.

Action: Headteacher

- 8.3 There was some discussion about the catering contract being brought in house, as the Local Authority was no longer willing to manage catering for all schools. This was currently under review.
- 8.4 There was further discussion of the challenges presented by falling rolls, ways of working more closely with other schools and the potential for wider structural changes – although these were dependent on changes in senior staffing among local schools. It was noted that the London Diocesan Board for Schools was on record as not wishing that any Church of England School should close.

9. General governance matters

- 9.1 Membership matters: It was noted that, with the appointment of Ms Bates to the Governing Body, there were currently no vacancies. However, succession planning remained a matter to be kept under review.
- 9.2 Governor training: No recent training was reported.
- 9.3 Audit of school website: The chair thanked Mrs Bowles for her hard work and dedication for ensuring that the school website was up to date and managed effectively.
- 9.4 GB planning: A copy of the GB year planner had been circulated prior to the meeting. It was noted that two policies scheduled to be considered at the current meeting, relating to the school's complaints process, would now come to a future meeting. The review of Service Level Agreements (due to be part of the Bursar's report) would also come to a future meeting.
- 9.5 Staff Performance Management: It was reported that the Headteacher's Performance Management Group had met, assisted by an external adviser. Targets for 2018-19 had been set and it had been confirmed that targets for 2017-18 had been met.
- 9.6 It was reported that a contradiction had been identified between the school's agreed Pay Policy (based upon a model provided by the LDBS) and the agreed Terms of Reference for the Pay Committee and HTPM Committee (which set out delegation of the Governing Body's powers). The outgoing Clerk explained the detail of the issues and recommended that the ToRs be altered to bring them in line with the Policy. The chief change, if this were done, would be that the 'HTPM Committee' would become the Leadership Appraisal Group and would be responsible for decisions re the Headteacher's pay and reporting on wider Senior Leadership pay and that the 'Pay Committee' would

become a Pay Appeals Committee which would assess any cases where a pay decision was disputed. It was AGREED that this change should be made, subject to confirmation from the LDBS HR team that it was not necessary that a Pay Committee meet to approve recommendations/decisions on performance-based pay progression from the Headteacher.

Action: Chair

10. Statutory policies and key documents for approval

- 10.1 Several documents had been circulated for review prior to the meeting. The **Behaviour Policy, Racial Incidents Policy, Staff Code of Conduct, Care Control and Restraint Policy** were APPROVED as submitted.

11. Any other business

- 11.1 Thanks were recorded to Ms Mehegan, whose last meeting this was, for her years of support as Clerk to the Governing Body.

12. Governing Body effectiveness

- 12.1 In line with good practice, the Governing Body considered the effectiveness/impact of this meeting (and of action taken since the November meeting), having regard to the key areas of focus for Governing Bodies.
- 12.2 With regard to **ensuring clarity of vision, ethos and strategic direction** and the GB had received an update on the findings of the recent Ofsted inspection and had discussed future financial challenges and possible implications for school structure, ethos etc.
- 12.3 With regard to **holding the headteacher to account for the educational performance of the school and its pupils and the performance management of staff**, in addition to the Ofsted update previously noted, the GB had received an update from the HTPM Group and had reviewed delegation of powers in relation to staff pay and performance.
- 12.4 With regard to **overseeing the financial performance of the school and making sure its money is well spent**, governors had received a report from the Bursar re spending as against projections.

13. Confidential matters

- 13.1 There were no **exclusions** or **safeguarding** matters to report.
- 13.2 A confidential **staffing** matter had been addressed earlier in this meeting. Further detail is recorded in a separate confidential minute.

14. Close

- 14.1 There being no further business, the meeting closed at 6.20pm.

Summary of action points

Action (and relevant section in minutes)	Owner
Contact relevant school lead to arrange link visits (5.1)	Governors
Raise financial challenges facing the school at future meeting of Trustees (8.2)	Headteacher
Check with LDBS HR that review of teaching staff pay decisions by a Pay Committee is not a legal requirement (9.6)	
Amend HTPM and Pay Committee Terms of Reference in line with Pay Policy (9.6)	

E-Signed as a correct record by the Chair: Andrew Woodward

Andrew Woodward (Print name)

28 March 2019 (Date)