

BURDETT-COUTTS AND TOWNSHEND FOUNDATION CE SCHOOL

Governing Body

Minutes of the meeting held on Monday 9 July 2018 at 5.00pm

Present: Mrs N Bowles (Chair) Mr P Carrivick
 Mr S Brickell Mrs R Dyer (Headteacher)
 Rev G Buckle* Mr W Walter*

[*for part of meeting]

Apologies: Mrs S Butcher Ms L Playford
 Rev C Duce Mr A Woodward (Vice Chair)

Absent: Miss A Johnson

In attendance: Mr N Cressy (Bursar)* Mrs L McMullan (Deputy Headteacher)
 Mrs S Lee (Assistant Headteacher) Ms C Mehegan (Clerk)
 [*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 from Mrs Butcher, Rev Duce, Ms Playford and Mr Woodward were noted. No apologies had been received from Miss Johnson.

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 14 June 2018 and matters arising

3.1 Draft minutes of the previous meeting were AGREED as a correct record, subject to some minor factual corrections.

3.2 Governors considered actions from the previous meeting. The majority were reported to be complete. Actions ongoing or outstanding are recorded at the end of these minutes, following the list of new actions from this meeting.

3.3 Deanery governor vacancy (Min 4.2): It was reported that the Deanery had begun efforts to find a governor to fill the vacancy left following Mrs Siddall's departure.

3.4 Reclaiming of nursery building by Parochial Church Council (Min 7.6): It was reported that contact had been made by the Chair with the Early Years Foundation Stage Middle Leader regarding changes in nursery/reception and how concerns might be addressed. A letter to the PCC seeking reassurances regarding the future use to be made of the (current) nursery building by the church and regarding the timing of building work had been drafted by the Vice Chair.

4. Chair's report

- 4.1 A written report had been circulated prior to the meeting. Mrs Bowles drew governors attention to certain elements of the report and made additional comments as follows:
- 4.2 Action taken by Chair: It was reported that the Chair had signed the papers relating to Mrs McMullan's secondment. Governors wished Mrs McMullan all the best in this role. Sign-up to the National Governance Association's online governor training was being pursued. Contact had been made with the Governing Body of a nearby school and it was hoped that further links could be developed in the new school year.
- 4.3 Governing Body membership and succession planning: It was reported that one governor was considering standing down in the new school year, which would create a further vacancy. It was further reported that Mrs Bowles' work circumstances meant that she would not be in a position to stand as Chair for 2018-19 and that September 2018 was likely to be her last meeting as a governor. She would, however, be available for handover and support purposes if needed.

[Clerk's note: Mr Walter joined the meeting at 5.15pm]

5. Reports from Link Governors/Committees

- 5.1 A report on a **Link visit** relating to Key Priority 6 of the School Improvement Plan (Improve and increase the attainment and progress of the Disadvantaged Pupils and the Middle Prior Attainers) had been circulated prior to the meeting. There were no questions at this time.
- 5.2 Draft minutes of the recent meeting of the **Pay Committee** had been circulated prior to this meeting. It was noted that the key business of the meeting had been the consideration of recommendations regarding teacher pay. The Committee had accepted the recommendation of the Headteacher that those teachers having achieved their performance targets and having yet to reach the top of the relevant pay scale should each be awarded one pay increment.

6. Bursar's report

- 6.1 A written report had been circulated prior to the meeting. This included detail of payroll amendments for June and July 2018 and petty cash claims for June 2018, and information regarding school income and expenditure as compared with projections. Mr Cressy presented the report.
- 6.2 Governors were reminded of the amendments made to the budget for 2018-19 to create an in-year balanced budget, as required by the Local Authority and reported at the June 2018 meeting of the Governing Body. It was noted that spending for the first quarter would generally be expected to be around

25% of annual income. Information was provided regarding areas where this was not the case and the reasons for this. The chief area of variance was in staffing costs, which had been 27% of annual income over the first quarter but which would reduce from September 2018 once the restructuring process was complete. Bills in a number of areas (e.g. insurance, utilities and rates) were also reported to be above or below 25% of annual spending at the end of Q1 due to the timing of payments.

[Clerk's note: Mr Carrivick joined the meeting at 5.20pm]

- 6.3 School meal costs were over 25% in Q1, but this would change following the summer holiday period and allocated funds were expected to be sufficient for the year. Agency staff costs had also been above projections in the first quarter, but the position would change in September 2018 with a reduction in the number of pupils requiring one-to-one support and the staffing restructure leading to a reduced need for agency staff to cover teachers' Planning, Preparation and Assessment time. It was believed that agency staff costs would be more closely aligned with projections by the end of the second quarter of the financial year.
- 6.4 A QUESTION was asked regarding a reference in the report to a potential debt of £5000 to the school's former utility provider in relation to bills from 2014-15. It was explained that there had been significant issues regarding billing to many local schools during this time, with bills having been paid by schools and credit notes subsequently raised. The overall discrepancy across the Local Authority was understood to be in the region of £5,000,000. There was some discussion of whether the sums should be written off and of the onus on the provider to provide evidence that money was owed.
- 6.5 A QUESTION was asked regarding the money paid to the school for catering services provided from its kitchen to another school, as these payments had been received late in previous financial years. It was reported that the money for the preceding two years had now been received and that an invoice had been raised for the current year, with the relevant payment due to be received by the time of the next report to the Governing Body.
- 6.6 A QUESTION was asked about expected school funding in future years. It was reported that precise information could not be provided but that increased funding was considered to be unlikely. Funding would, of course, be affected by the number of pupils on roll, and changes to the local funding formula were also possible.

[Clerk's note: Mr Cressy left the meeting at 5.30pm]

7. Headteacher's report

- 7.1 A written report had been circulated prior to the meeting.
- 7.2 Outcomes for pupils: Mrs Lee presented this section of the report on the Headteacher's behalf. Information was provided on strengths including Key Stage 1 outcomes, phonics outcomes, reading throughout the school and the

progress made by pupils in all years eligible for the Pupil Premium. A QUESTION was asked about the validity of the results in years without formal national testing. It was explained that the school's assessment system was one used by many schools locally and nationally and that assessment, particularly in writing, was moderated and a variety of work done with other schools to ensure consistency in standards. Information was provided regarding identified areas for improvement, which included improving the attainment of disadvantaged pupils in some year groups and further improvements in writing, with English 'mastery' being a key focus of staff training planned for September 2018.

[Clerk's note: Rev Buckle left the meeting at 5.35pm to lead evening prayer]

- 7.3 Information was provided regarding the difference between various groups. It was noted that there was no consistent pattern in the difference between boys and girls, which varied between subjects in the same year and between year groups. In response to a QUESTION, it was reported that more boys than girls were working at a greater depth within maths, with the opposite being true in reading and writing. The attainment of Pupil Premium pupils in reading and maths was generally in line with the figures for all pupils and progress for these pupils was in line with expectations.
- 7.4 A QUESTION was asked regarding the difference between groups of pupils of different ethnicities. It was reported that many groups were too small for figures to be statistically significant, although the school did monitor the outcomes for white British boys, a group about which there were concerns nationally. In response to further QUESTIONS, it was confirmed that pupils with English as an Additional Language were generally performing well and explained that the changes in maths requirements nationally meant that a good understanding of English was more necessary than in the past for high attainment in maths. A QUESTION was asked about pupils who were performing well in one area but less well in another. It was reported that teachers monitored individual pupils' progress in each subject and that no significant patterns had been identified. Pupil attainment and progress in Year 6 had been considered by an external adviser and monitoring and intervention had followed accordingly.
- 7.5 Information was provided regarding the progress of pupils with Special Educational Needs, which was reported to be good in Reception and Years 1 and 3. There were currently no pupils with SEN in Year 4 and SATs results for Year 6 were not yet known. Progress of pupils with SEN in Years 2 and 5 was slightly below expectations.
- 7.6 Mrs Lee talked governors through statistical data for each year group, which showed comparisons with previous years and with national results. There was some discussion of the nature of baseline testing when pupils joined the school and of moderation by school improvement partners from the Local Authority and LDBS. It was noted that, due to small group sizes, pupil mobility could have a significant impact on outcomes in a year group. In response to a QUESTION, it was confirmed that there were plans in place for raising

attainment in next year's Year 1 and Year 6. For example, a meeting was to be held shortly for parents of pupils moving into Year 1 and each pupil would be given a book and activities to complete over the summer holiday period.

7.7 In response to a QUESTION about parents' and carers' awareness of their children's progress, governors were reminded that the school provided a full annual report with additional summary reports and/or parent/teacher meetings at other points in the year. This was considerably above minimum national requirements. Parents were more aware of their own child's outcomes than those for the class as a whole. There was some discussion of the help which was provided to parents to enable them to support their children' learning.

7.8 Governors thanked Mrs Lee for the comprehensive report on pupil outcomes. Mrs Dyer presented the following sections of the report.

7.9 School meal provision: As requested at the previous meeting, information had been sought from the school's catering provider regarding the possibility of providing both halal meat and non-halal meat options. The caterer had raised concerns about the practicality of such a proposal and had noted that there would be significant cost implications. It was noted that decisions could only be made by a quorate meeting of the Governing Body. There was some discussion of the views of parents for or against any change and of how any decision should be notified to parents.

[Clerk's note: see also paragraph 7.18]

7.10 Quality of Teaching, Learning and Assessment: Governors had been sent the report of the recent external review of Teaching and Learning. It was noted that writing and science had been identified as areas for development in 2018-19. The review had confirmed an improvement in the teaching of maths, which was expected to lead to improvements in pupil outcomes. Congratulations to all those involved in the improvement of maths teaching were noted.

[Clerk's note: Rev Buckle re-joined the meeting at 6.10pm]

7.11 It was reported that the school's Lead Teacher roles were not linked to specific posts and that two enthusiastic Interim Lead Teachers for Science had been identified for the coming year. Both had a number of ideas for the improvement of science teaching in the school. There was some discussion of the facilities and equipment necessary for high quality science teaching. It was reported that the school had strong links with a local secondary school which was helpful for these purposes. Possibilities for cross-curricular activities relating to science were also noted.

7.12 Staffing matters: An update was provided on the progress of the staffing restructure, which was now nearing completion. The process was reported to have been undertaken with professionalism and sensitivity, with support for staff exceeding the legal minimum. Thanks were extended to the Bursar, governors and the external HR adviser for the support provided to the Headteacher during the redundancy process.

- 7.13 Governors were reminded that 15 post-holders had been at risk of redundancy. The outcomes of the process were as follows:
- 1 resigned to seek work elsewhere
 - 3 applied for voluntary redundancy
 - 7 appointed to permanent teaching assistant roles from September 2018
 - 1 appointed to different support role from September 2018
 - 2 appointed to fixed term teaching assistant roles from September 2018 (for two terms in the first instance)
 - 1 compulsory redundancy.
- 7.14 It was recognised that the process had been challenging for the school's Senior Leadership Team. Thanks were extended to them for their efforts during this period.
- 7.15 In addition to the outcomes of the staffing restructure, the following staffing changes were noted:
- the secondment of the Deputy Headteacher to another school (as previously reported)
 - a resignation of a member of teaching staff to teach outside the UK
 - the end to one fixed term teaching contract
 - an expected maternity leave beginning during the Autumn term.
- 7.16 Staff development: It was reported that a recent Inset day had focussed on staff wellbeing. This had been considered important at a particularly challenging time for staff morale.
- 7.17 Premises matters: The report included details of a number of meetings held regarding premises matters and of work planned for the summer holiday period. Details of three quotes which had been received for the installation of three toilets for pupils on the top floor were also provided. It was noted that a sum for these works had been included in the agreed budget for the financial year 2018-19 and that it was intended to split the cost over two financial years. In response to QUESTIONS, it was confirmed that these were to be unisex toilets and that existing toilet facilities for pupils on the ground floor would remain. After some discussion of the costs quoted by three potential providers, it was AGREED that a quote for £24,900 should be accepted.
- 7.18 School meal provision: Governors returned to the question of providing a halal meat option among school meal options, as discussed earlier during this item and as a separate item at the meeting of June 2018. There was some further discussion of the background to this request from a small group of parents. A vote was taken, and it was AGREED that the school would not introduce a halal meat option in addition to the current non-halal meat option, although it would continue to provide a vegetarian option on a daily basis and a fish option on one day per week, both of which were suitable for observant Muslims. It was AGREED that a communication to parents explaining this decision would be drafted.

Action: Headteacher, Chair

- 7.19 School Events: Governors were invited to attend a number of school events, including the Year 6 production, the Sports Day and the Leavers' Service (celebrating departing pupils and staff).
- 7.20 School Improvement: Governors were reminded that a meeting to discuss planning for school improvement, assisted by an external advisor, was scheduled for 9.30-10.30 on 16 July and were encouraged to attend.

8. Governors' annual report to stakeholders

- 8.1 It was reported that no comments had been received from governors on the draft Governing Body annual report circulated in advance of the June 2018 meeting. Once SATS results had been received, a final draft of the report would be sent to governors.

Action: Chair

9. Vision and values

- 9.1 Mrs Dyer talked governors through the process of drafting a new school vision/values, as set out in her written report, and thanked governors for their input at previous meetings and since the most recent meeting. The advice received from an adviser at the London Diocesan Board for Schools was also noted.
- 9.2 It was currently proposed that governors consider the list of school values once more in the new school term. The proposed vision statement, based on discussions thus far and advice received, was as follows:

At Burdett-Coutts, we encourage our learners to be ambitious for themselves and for others. We challenge and support them in questioning the world and in finding solutions.

Our vision statement - "*I can do all this through Him who gives me strength*" - is underpinned by the Christian values of friendship, compassion and service.

We want our learners to be ready to learn, respectful of each other and to feel safe.

- 9.3 There was some discussion of the possible disadvantages of using gendered language to refer to God. It was noted that the nature of God could be taught in more detail in RE lessons and that, in this quote from Philippians, 'Him' referred to Christ. There was some discussion of the accessibility of the language used and whether it was sufficiently clear what 'this' referred to in

the italicised quote from the Bible. It was noted that, for younger pupils, the vision could be phrased as "*I can do all things*".

9.4 There was some discussion of similarities with and differences from the current vision, and of other quotes with potential to inspire, such as "*Nothing is impossible*". It was noted that guidance suggested that, to comply with the requirements of the Statutory Inspection of Anglican and Methodist Schools, a Church of England school's vision statement should be around fifty words long and include a Biblical quote and reference to specific values and virtues, explaining how these related to the school.

9.5 It was AGREED that the quote at the heart of the vision should be "***I can do all this through Him who gives me strength***" and that there would be further consideration of the explanatory wording around this quote, prior to the end of the current term.

Action: Headteacher, Mr Carrivick

10. Data Protection

10.1 Governors received a report from the school's Data Protection Officer, setting out action taken, and further action planned in relation to data protection. There were no questions at this time.

11. Statutory policies/key documents for approval

11.1 The following documents had been circulated prior to the meeting:

- Headteacher's Performance Management Policy
- Data Protection Policy
- Privacy Notices for Pupils & Parents, Staff, Governors, Supply, Consultant & Contractor and Trainees
- Data Protection Breach Management Policy
- ICT User Agreement for Staff, Volunteers, Governors & Contractors
- Email Security & Etiquette Guidance.

11.2 It was noted that there had been only minor amendments to the Headteacher's Performance Management Policy and that the Data Protection Policy and associated documents were based upon model policies provided by the LDBS. The above-listed documents were APPROVED by the Governing Body as circulated.

12. Any other business

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

Summary of action points

Action (and relevant section in minutes)	Owner
Draft communication to parents explaining decision re provision of halal meat option (7.18)	Headteacher, Chair
Circulate to governors final draft of GB annual report (8.1)	Chair
Consider, prior to end of term, explanatory wording framing the Biblical quote at the heart of the school's vision statement (9.5)	Headteacher, Mr Carrivick

Actions carried forward from June meeting

Action (and relevant section in minutes)	Owner
Research hardship funds/loans/support schemes run by other schools/authorities (4.3)	Rev Duce

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

Andrew Woodward (Print name)

20th September 2018 (Date)