

**BURDETT-COUTTS AND TOWNSHEND FOUNDATION CE SCHOOL**

**Burdett-Coutts and Townshend Foundation VA CE Primary School  
Governing Body**

**Minutes of the meeting held on Monday 15<sup>th</sup> July at 6pm**

**Present:** Ms J Bates  
Mr S Brickell  
Mrs S Butcher  
Mr P Carrivick (Co Vice Chair)  
Revd C Duce\*  
Miss A Johnson  
Mrs R Dyer (Headteacher)  
Mr W Walter

**Apologies:**

Revd G Buckle, Mr A Woodward (Chair), Ms L Playford (Vice Chair)

**In attendance:** Mrs Ella Camplin (Assistant Headteacher and SENco)  
Mrs S Lee (Clerk)

**1. Opening prayer; welcome and apologies**

1.1 All present were welcomed to the meeting. A prayer was led by Mrs Dyer. Apologies from Revd Buckle, Mr Woodward and Ms Playford. No apology was received from Mrs Bowles.

**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 16<sup>th</sup> May 2019 and matters arising**

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

*\*Revd Duce joined the meeting at 18.10.*

**4. Chair's/Vice Chairs' reports**

4.1 The meeting was chaired by Mr Carrivick. The Vice-Chair gave a verbal report. Burdett-Coutts is one of three schools that is no longer in receipt of the falling roll fund. The school were informed in June 2019. Mrs Dyer, Mr Carrivick, Ms Playford and Mr Woodward wrote letters to the LA and correspondence was received explaining the council's position on this matter. The school is now moving towards a deficit recovery plan as the decision about the falling roll budget is not reversible.

4.2 Chair's 360. Mr Carrivick shared his thanks with the governing body for completing this survey.

4.3 Mr Carrivick reported that the governing body need to complete a skills audit.

**ACTION: Mr Carrivick to email the form for governors to complete.**

4.4 FGB Calendar dates for 2019-2020. Mr Carrivick proposed to change the time of the meetings from 5pm to 6pm from September 2019. The governing body AGREED to this change. The proposed dates for 2019-2020 are as follows:

- 6pm, Thursday 12<sup>th</sup> September 2019
- 6pm, Thursday 10<sup>th</sup> October 2019
- 6pm, Thursday 14<sup>th</sup> November 2019
- 6pm, Thursday 9<sup>th</sup> January 2020
- 6pm Thursday 6<sup>th</sup> February 2020
- 6pm, Thursday 5<sup>th</sup> March ( Budget planning meeting)
- 6pm, Thursday 26<sup>th</sup> March ( Budget approval meeting)
- 6pm, Thursday 7<sup>th</sup> May 2020
- 6pm, Thursday 18<sup>th</sup> June 2020
- 6pm, Wednesday 1<sup>st</sup> July 2020

The dates will be confirmed at the first FGB meeting of the academic year.

**4.5 Question: Miss Johnson asked if it would be possible to have a facility which enabled people to dial in to meetings. Mr Walter agreed that this would be a beneficial idea.**

**Response from Vice Chair:** this is something that will be investigated. Mrs Dyer added that she would liaise with the LDBS about this option.

**ACTION: Headteacher to investigate governors' attendance via a conference call with NGA and LDBS.**

4.6 Vacancy. A Parent governor election will be held in autumn 2019 as Mrs Butcher's term comes to an end in November 2019.

## **5. Link Governor Reports**

5.1 The Pupil Premium link governor report was shared by Mr Carrivick. Mr Carrivick met with Mrs Camplin to create this report.

5.2 Revd Duce and Mrs Butcher met with Miss Matthey to discuss KP4 and it was a positive meeting. Revd Duce commented that she was very impressed with the amount of things that were going on in the school, for example Road Safety workshops.

*The governors did not raise any questions about this agenda item.*

## **6. Finance**

6.1 Monthly report. The bursar was unable to attend this evening's meeting. Therefore, Mrs Dyer presented the bursar's report. The report was made available in advance of the meeting via GH (Governor Hub). At the end of the last financial year, the school had a carry forward of £ 5,851 and after a number of Budget meetings, governors agreed to reductions in both core and non-core expenditure which would enable the school to have a year-end surplus of £127. However, having set and submitted the budget, the school received information that the school was no longer eligible for the Falling Roll fund of £99k.

In September, Governors will have to devise a revised Budget together with a Deficit Recovery Plan. Both of these documents will need to be submitted to the council in September.

6.2 Trustees. The Angela Burdett-Coutts Trust's new trustee, Ms J. Mumby works for Coutts Bank. Aware of the school's financial situation, Ms Mumby approached the CEO and Chairman of Coutts Bank and both have given their support for the Trustees to apply to the Coutts Foundation for funding for the school. There will be a meeting to complete the Funding Submission Form in in September and governors who are keen to be involved should contact Mr Woodward for further information.

*The governors did not raise any questions about this agenda item.*

## **7. Headteacher's report**

7.1 Staffing. From September there will be 29 staff in total. Three staff will be leaving because it is the end of their fixed term contracts. Two teaching staff resignations were received on 31<sup>st</sup> May and those members of staff will be moving out of the country (to Abu Dhabi and New Zealand). One staff member is on long term sick and one will begin their maternity leave in September. 6 members of staff are on fixed term contracts. There are 11 teaching staff and 17 support staff, of which 4 are office based. There are 10 class based support staff, 3 of which are HLTAs and 2 of which are nursery nurses.

7.2 Premises. New lighting is being installed during the summer and is being paid for by the LDBS. The Headteacher acknowledged the excellent support from the diocese in terms of building maintenance.

7.3 Pupil Performance Data. The End of year data was shared with the governors. The school was moderated in EYFS and the Phonics check was also moderated.

7.4 EYFS. The SLT are pleased with the EYFS results as the figures have increased since last year in all areas. There has been an improvement of 10% in terms of the EYFS GLD (Good Level of Development) when compared to last year

7.5 KS1. The following has been achieved: Reading 81% expected, 23% greater depth, this means that the school is above the national for the expected and in line

with the national for greater depth. In terms of Writing, Mrs Dyer explained that in writing, KS1 have performed well in terms of the national and there is a similar picture in maths. In the Year 1 phonics screening, 81% of the children achieved the pass mark.

7.6 EGPS (English, Grammar, Punctuation and Spelling). EGPS results show a significant improvement on last year. In KS1 (where it is not compulsory to take the test) 81% achieved the expected standard and 31% greater depth. In KS2, 81% achieved the expected standard and 44% greater depth.

7.7 KS2. Reading is now in line with the national. The school achieved 72% expected standard and the national for this year is 73%. Writing is slightly down from last year and not in line with the national and therefore writing will continue to be a focus next year. In terms of maths, 67% of the children achieved the expected standard which is less than the national but an improvement on last year's result.

**Question: Ms Bates asked if all children have received a secondary school place.**

**Response from Mrs Dyer:** All children have secondary places for September. The year 6 cohort will be going to Grey Coat Hospital School (3), Pimlico Academy (22), Westminster City (3), Oasis Academy (2), Deptford High School (1), St Augustine's High School (1), Italia Conti (1), St Thomas the Apostle (1), St Thomas Moore (1), Cyprus Boarding School (1), Paddington Academy (1), Maria Fidelis Catholic School(1), London Nautical (1), Marylebone Girls (1) and Marylebone Boys (2).

7.8 PAN request. (Pupil Admission Number) .The request for the change to a one form entry school has resulted in correspondence from the School's Adjudicator asking for further documents. Mrs Dyer is going to liaise with Mr Woodward and Mr Carrivick about this.

**ACTION: Mrs Dyer to liaise with the chair and vice chair about the PAN.**

7.9 Finance. It was noted that the school were successful with an application for funding for the sum of £9,200 from the St Marylebone Foundation. Mrs Dyer pledged to conjure writing further bids.

7.10 SIAMS. (Statutory Inspection of Anglican and Methodist Schools) .Governors were asked if they had read the SIAMS health check report conducted by Mrs J. Pavlou. Mrs Pavlou was uncertain about the school's vision in light of the school's context. Mrs Dyer challenged the comments from Mrs Pavlou and Mrs Dyer asked for the governing body's thoughts about the report, particularly in relation to the school's vision.

SIAMS Task. Correspondence from the Bishop of London, the Rt Revd and Rt Hon Dame S. Mullally DBE asked governing bodies and senior leaders from schools in the diocese to reflect on the following three questions:

- **Over the past five years, how have you seen the Church working in the lives of your school community?**

- **Looking forwards to 2030, what do you think healthy Church school communities should be like?**
- **Looking forwards to 2030, how can the Church in London support your school to work towards excellent under the SIAMS framework?**

The governing body will be responding to the SIAMS related questions in September.

**ACTION: All governors to read the SIAMS document and prepare their responses to the questions from the Bishop of London**

7.11. It was proposed that SIAMS become a standing agenda item on the governing body meeting by the Headteacher. The governors AGREED to this proposal. Ms Duce suggested that there needs to be a meeting of the Foundation Governors to prepare for the forthcoming SIAMS inspection and Mr Carrivick agreed that this was a good idea.

**Question from Mr Carrivick:** what is the focus of the SIAMS? How does it integrate into the purpose of the school?

**Response from Mrs Dyer:** Mrs Dyer explained the importance of SIAMS and referred to the self-evaluation form.

**Question from Mr Carrivick:** asked if it was possible to have feedback about the open days and coffee mornings that have been held recently.

**Response from Mrs Dyer:** the open mornings will be held in September. Coffee mornings have been held for parents about RSE.

7.11 Safeguarding. The Annual Safeguarding Report was received by the governing body.

**ACTION: All governors to read the report.**

7.12 SEN. Mrs Camplin presented information about SEN provision at Burdett-Coutts. Information was shared about the following: current context, data, the SEND policy, the SEN Information Report (previously called the Local Offer), resources and services and finally the positives and the challenges that the school may face with future SEN provision.

Governors were also updated about GDPR. The school has a new SLA with the LDBS. Governors were invited to attend GDPR training at the school on Monday 2nd September, from 11-12.30pm. One of the changes include the introduction of a GDPR logbook.

**Question from Mr Walter:** What is logged in the GDPR logbook?

**Response from Mrs Camplin:** Items and information such as visits from external companies.

**ACTION: PowerPoint to be shared on Governor Hub.**

## **8. Policy Development**

The following policies were submitted for approval and ratification:

- 8.1 Admissions Policy – AGREED by the governing body**
- 8.2 Safer Recruitment Policy - AGREED by the governing body**
- 8.3 Home-School Agreement - AGREED by the governing body**
- 8.4 SEN Information Report - AGREED by the governing body**
- 8.5 Charging & Lettings Policy - AGREED by the governing body**
- 8.6 Anti –Bullying Policy - AGREED by the governing body**
- 8.7 HTPM Policy - AGREED by the governing body**

**Question from Ms Duce:** Is the HTPM policy a new policy?

**Response from Mrs Dyer:** Mrs Dyer explained that the policy was developed by Ms N Bowles two years ago.

## **9. Any other business**

9.1 Mr Carrivick thanked Revd Duce for her contribution as a governor and for her work with the school.

## **10. Governing Body effectiveness**

10.1 Mr Carrivick led a reflective summary about governing body effectiveness. Looking at three areas, governors were asked to consider whether during the meeting, the governing body have:

### **1. Provided a strategic view**

Evidence – SIAMS health check and discussion about the vision and values.

### **2. Held the HT to account for the educational performance of the school and its pupils and the performance management of the staff?**

Evidence: EYFS, KS1 and KS2 end of year data.

### **3. Monitored the financial performance of the school to ensure accountability.**

Evidence: Scrutiny of monthly budget monitoring report from the bursar. Plans in place to produce a deficit recovery programme and to write an application for funding from Coutts Bank.

## **11. Confidential matters**

**The clerk left the room as a confidential matter discussed related to staffing.**

*The meeting concluded at 7.45pm.*

## **Summary of action points**

<b>Action (and relevant section in minutes)</b>	<b>Owner</b>
8.4 Powerpoint to be shared on Governor Hub	<b>E Camplin</b>
4.3 Skills audit to be sent to governing body	<b>P Carrivick</b>
4.5 Option of dialling in to meetings	<b>P Carrivick and R Dyer</b>
7.8 Liaise with the chair and vice chair about correspondence related to the request to change to a one form entry school	<b>R Dyer</b>
7.10 Read the SIAMS self-evaluation report and prepare a response to the questions from the Bishop of London.	<b>All governors</b>
7.11 Read the Safeguarding Report	<b>All governors</b>
7.12 PowerPoint to be shared on Governor Hub	<b>E Camplin</b>

E- Signed as a correct record by the Chair of Governors: P. Carrivick

Dated: 29 September 2019