

- 4.2 It was noted that a **governor vacancy** remained following the resignation of Mrs Siddall. It was noted that, in the event that the Deanery had no specific candidate in mind, there was the possibility of the Governing Body recommending a candidate identified via the Inspiring Governance website, or similar. It was AGREED that an update would be sought from the Deanery.

Action: Rev Duce

- 4.3 Governors were reminded of the proposal that a **hardship fund** be established. It was noted that, although there was no objection in principle, there was a practical issue regarding the source of any funding. There would also be a need for very clear eligibility criteria; it was suggested that the fund might most usefully support lower paid members of staff. In response to a QUESTION, it was explained that staff in need were directed to the employee assistance programme to which the school was signed up, but that obtaining funds from it could be a lengthy process requiring completion of forms. There was some discussion of the possibility of making emergency loans - it was understood that some Local Authorities had systems whereby these could be obtained, and money deducted from salaries in instalments. It was AGREED that research would be undertaken into hardship funds/loans/support schemes run by other schools/LAs.

Action: Rev Duce

- 4.4 Two items of Chair's Action since the previous meeting were noted. The first was the approval of a **Deputy Headteacher secondment**. Governors had been given some information via email as this decision was being considered, and feedback had been wholly positive. Mrs McMullan had been offered an interim position elsewhere for the school year 2018-19. This would support her career development and would enable the school to make a financial saving in the coming school year. In response to a QUESTION, it was explained that the Year 6 class would be taught by an experienced permanent member of staff and that a teacher on a fixed term contract would teach a class lower down the school. The Senior Leadership Team - noted to include more Assistant Headteachers than many similar sized schools - could meet the school's leadership needs during this time. It was noted that there was a welcome possibility that Mrs McMullan would return to the school in September 2019 after her secondment. Governors wished her well, while hoping that she would return.
- 4.5 The second item of Chair's Action related to an **amendment to the agreed budget for 2018-19**. It was explained that the Local Authority had been unwilling to accept the budget as agreed by the Governing Body at its meeting of March 2018, due to the in-year deficit contained therein, despite the plan to use money from reserves and to return to a balanced budget within three years once cost savings had been made. The school had been informed that income for 2018-19 could not be released to the school until a balanced budget was submitted. A balanced budget had been created using figures relating to the Deputy Headteacher secondment noted above and the staffing restructure agreed at the meeting of May 2018. Emails between the LA and

Bursar were appended to the report. Governors had no additional questions at this time and APPROVED the course of action taken.

- 4.6 Governors were reminded of the Ofsted inspection readiness **governor training** session for governors, due to take place on 21 June 2018 at 5.00pm. It was noted that a folder would be created on the governors shared drive, containing school self-evaluation and improvement information and information from the school inspection data dashboard. It was reported that governors would soon have had access to fifty online leaning modules provided by the National Governance Association, which included assessments and certification at the end of each module.
- 4.7 Vice Chair's report: A draft **Governing Body meetings calendar/workplan for 2018-19** had been circulated prior to the meeting. It was explained that this had been drafted in collaboration by the Chair, Vice Chair, Headteacher and Clerk and that Rev Buckle had been consulted in order to minimise clashes with the liturgical calendar. It was noted that the plan included nine full Governing Body meetings as opposed to the ten meetings held this year. There was the possibility of adding a training session in lieu of the tenth meeting. Governors' attention was drawn to columns setting out tasks to be carried out in between meetings. There was some discussion of the timing of link visits: it was noted that there was some flexibility in this and that the most appropriate timing of visits was often best agreed between the relevant Link Governor and the member of staff with whom they met. Some possible areas of focus (stakeholders, SIAMS, SEN) for reports to meetings in specific months were noted. A final draft would be submitted for approval to the July meeting of the GB. Governors were invited to send comments and suggested additions/amendments to the Chair.

Action: Governors

- 4.8 A proposed updated **Governors' Code of Conduct** had been circulated prior to the meeting. It was explained that this had been composed from a variety of sources with a view to ensuring that best practice was followed. Governors were invited to send comments to the Chair. Governors would be expected to sign up to the agreed new Code from September 2018.

Action: Governors

5. Reports from Link Governors/Committees

- 5.1 It was reported that the **Headteacher's mid-year review** had taken place on 23 May 2018. The review had been positive, and a written summary would be provided to the Headteacher shortly. The panel would meet again during the Autumn term, with the assistance of an external adviser, for a formal assessment of the year 2017-18 and to set targets for a new review cycle.
- 5.2 A report from the **Pupil Premium** Link Governor had been circulated prior to the meeting. It was noted that the school had a high percentage of pupils eligible for Pupil Premium funding and that this was used to provide a wide

range of support of which the impact was evident. A QUESTION was asked about the effect on funding on pupil departures during the year. It was explained that funding was based on the numbers of pupils in school on a specific census date.

- 5.3 A Link Governor visit report on **School Improvement Plan Key Priority 5**, relating to able and talented pupils, had been circulated prior to the meeting. It was noted that there were 71 pupils on the school's lists of able and talented pupils and that a wide range of extension and enrichment activities were arranged by the school and enjoyed by pupils.

6. Bursar's report

- 6.1 A written report had been circulated prior to the meeting and was presented by the Headteacher. Governors' attention was particularly drawn to the emails between the Bursar and the Local Authority regarding the budget, which were included as an appendix. This had been reported under Chair's action [see paragraph 4.5, above].

- 6.2 In relation to current budget monitoring reports, a QUESTION was asked about staffing costs, which appeared high. Some detail was provided regarding a long-term sickness absence and an issue around insurance for that absence. Progress was reported to have been made on a procedural aspect of the issue.

- 6.3 There was some discussion of the quality of HR support provided regarding sickness absence and regarding the staffing restructure agreed at the May meeting, and of HR providers in general. A QUESTION was asked regarding the effect on staff morale of the restructure. It was reported that this had, inevitably, had a negative impact, with teaching assistants the most affected but teaching staff also unhappy that colleagues would be leaving the school.

7. Headteacher's report

- 7.1 Policy Development: It was reported that the Home School Agreement had been reviewed and was ready for consideration by governors later during this meeting. Governors were reminded that the agreement had been subject to an extensive review in 2016, with governor input at that time.

- 7.2 School Improvement: It was reported that area leads were currently reviewing data and that it was currently estimated that School Improvement Plan actions planned for 2017-18 were 91% complete. There were no major areas for concern and a full report would be made at the July meeting of the Governing Body.

- 7.3 Regarding future improvement, it was reported that two reviews by external advisers had taken place since the last meeting of the GB. Based on those reviews, proposed areas of focus for the year 2018-19 included science and RE. It was noted that RE was not a current area of weakness but that there was a need to adjust to the new framework for the Statutory Inspection of

Anglican and Methodist Schools and to update the school's vision etc. In response to a QUESTION regarding management responsibility during the Deputy Headteacher's secondment, it was reported that the Headteacher would take over responsibility for SIAMS, with Miss Henning being RE lead teacher.

[Clerk's note: Rev Duce left the meeting at 5.50pm to lead evening prayer]

- 7.4 Staffing and premises matters: A document showing plans of the school was tabled. In response to a QUESTION regarding asbestos, it was explained that some asbestos had historically been removed and that a record was kept of where remaining asbestos was to be left undisturbed. A review was undertaken alongside the school's annual condition survey and contractors were warned of areas in which care was needed.
- 7.5 The document included indications of where year groups would be based in the new school year. It was reported that the nursery class was to move into the main school building, with the building it currently occupied being returned to the church at the request of the Parochial Church Council. The school had looked into ways of saving money by combining or relocating classes to save on heating and cleaning costs. It had been decided that no classes would be located on the first floor, with this floor only being used for assemblies etc. Use of other floors would remain largely unchanged, with most classes now located on the second floor. Rooms had been allocated based on the number of pupils in each year group. It was hoped to use the roof space as a playground for Years 1 and 2.
- 7.6 A QUESTION was asked about the division of the space to be used for nursery and reception classes. It was explained that this would be done in consultation with the members of staff concerned. A letter from the EYFS Middle Leader setting out some concerns was read to governors. Governors noted in particular the request for partitions to make it more manageable to teach two classes in two adjoining spaces. There was some discussion of the likely reaction of parents and carers to the planned changes to nursery and reception provision. It was noted that the new arrangement would allocate three well-appointed spaces, which would be warmer than the current nursery building, to around 30 children and that nursery and reception pupils had always mixed in the outdoor area. It was acknowledged that the school was not in a position to refuse to return the building to the PCC/church. It was, however, AGREED that reassurances could and should be sought about the use made of the building by the church and about the timing of work to be done to create a new entrance and walkway from the church to the building, not via the playground. It was noted that a screen was to be erected by the school for safeguarding purposes and that the premises could not be used during school hours until a suitable path and entrance had been created, as access via the playground (which was not owned by the PCC) would not be permitted during those times. It was further AGREED that the Chair would respond to the EYFS Middle Leader to address the concerns raised.

Action: Chair, Vice Chair, Headteacher

- 7.7 A further tabled document provided details of teaching staff allocated to each class for 2018-19. It also detailed the numbers of teaching assistants allocated to classes, although names could not be provided until the restructuring and redundancy process was complete. In response to a QUESTION, it was explained that distribution of TAs was based upon class size and specific pupil needs. It was reported that time for handover and classroom moves would be arranged before the end of the current term.
- 7.8 School vision and values: A further tabled document set out some responses from staff to questions relating to values and vision (similar to an activity undertaken by governors at a meeting of the Governing Body earlier in the year). It included some suggested Biblical quotes and a possible new vision, which was described as being appropriate for pupils of other faiths or of no faith. It was noted that, under the new SIAMS framework, it was important to consider how work in all subjects fed into the school's vision. It was important, too, that pupils understood and felt ownership of the vision and that there be a behaviour statement which was appropriate for pupils ranging in age from three years and three months to 11 years old.
- 7.9 In response to a QUESTION, it was confirmed that this document set out notes of initial thinking. It was hoped to bring a finalised draft to the July meeting of the Governing Body for approval, in order that the new vision could be included in parent/carer booklets to be distributed in September 2018. There was some discussion of individual values and virtues etc. It was noted that diversity was a key strength of the school and that reference to this was included in the existing parent/carer booklet, which described the school's aims and philosophy of education, and would remain in any new version. There was some discussion of how governors would feed into the drafting process and whether an additional meeting would be helpful. It was AGREED that comments/suggestions should be sent to the Headteacher for incorporation.

Action: Governors

- 7.10 In response to a QUESTION regarding consultation, it was explained that views of parents and carers regarding values/vision would be sought at a coffee morning before the end of term. It was noted that the proposed new motto was more focused on empowering pupils, and that the school council was also to be consulted.

8. Governors' annual report to stakeholders

- 8.1 Draft text for the Governing Body's report to parents/carers/other stakeholders for the school year 2017-18 had been circulated prior to the meeting, as had a copy of the complete 2016-17 report to show the format used. It was noted that the publication of such a report was no longer a statutory requirement for maintained schools but was good practice. In response to a QUESTION, it was reported that some 400 copies of the 2016-17 report had been printed.

- 8.2 It was proposed that a final version of the report be agreed at the July 2018 meeting. Governors were invited to send comments/additions to the Chair. It was noted that publication in September was most practical, as this allowed the inclusion of the year's SATS results, once published.

Action: Governors

9. Parents' request for halal kitchen

- 9.1 A document, drafted by the Chair, had been circulated prior to the meeting regarding a request from a group of parents regarding the establishment of a halal kitchen or the provision of halal meat in school meals. The document included the background to the request, questions for the Governing Body to consider, details regarding catering in other local schools, a link to an RSPCA blog and guidance from the London Diocesan Board for Schools (including further questions for governors with some answers included).
- 9.2 In response to a QUESTION, it was reported that 56% of the school's pupils were from Muslim families. Some requests for halal meat options had been included in responses to the most recent parent survey, and a small group of parents had talked at some length at the coffee morning held on 20 April 2018 to discuss the parent survey about the establishment of a halal kitchen. It was understood that some parents were concerned that their children were choosing to eat non-halal meat meals in preference to the vegetarian option (which is always halal, as all fish with scales, fruits, vegetables, grains and root crops are halal).
- 9.3 There was some discussion of the possibility of labelling of vegetarian meals as halal. It was noted that families followed different degrees of orthodoxy in their food choices and that the school included no pork products in its school meals. By comparison, three of the six local schools whose provision had been researched did serve pork. It was noted that one school (whose meals were prepared in the Burdett-Coutts school kitchen) had made a decision to serve only fish and vegetarian meals, making its entire provision halal. No local Church of England school was reported to be serving halal meat according to meals information available on school websites.
- 9.4 In response to a QUESTION, it was reported that a switch to all meat being halal would come at no additional financial cost. It was noted, however, that this could prove controversial with some families, either for religious reasons or for reasons relating to animal welfare. It was explained that the school currently provided two meal options per day: one vegetarian and one either meat or fish (with fish often served on Fridays). The possibility of offering both halal and non-halal meat options was raised. It was noted that this would be likely to have cost implications.

[Clerk's note: Rev Duce re-joined the meeting at 6.50pm]

- 9.5 It was noted that it was important to take into consideration the views of parents and carers. In response to a QUESTION, it was confirmed that these

requests came in response to a more generalised survey and that a specific survey of views of the school community on halal meat meals had not been undertaken as yet. It was recognised that the school's Christian ethos should be taken into account but also that the school's British Values included 'Mutual respect and tolerance for those of different faiths and beliefs'. It was reported that the Headteacher had, during her teaching career, encountered one school with a halal kitchen, this being a community school rather than a Church of England school and with over 70% of pupils coming from Muslim families.

- 9.6 There was further discussion of cost and practical implications of any change. It was suggested that an 'opt in' approach could potentially ease cost and practical issues of offering both halal and non-halal meat. It was noted that it would be helpful to know whether provision of halal meat was an important consideration for a large number of families. It was recognised that staff also ate the school meals and that their views should be considered in addition to those of parents and carers.
- 9.7 It was AGREED that further information on the costs and practicalities of offering both halal and non-halal meat options should be sought from the school's caterers.

Action: Headteacher

10. General Data Protection Regulation

- 10.1 It was noted that a report from the school's Data Protection Officer would be on the agenda for the July meeting of the Governing Body.
- 10.2 In response to a QUESTION from the Clerk, it was confirmed that governors' recently created school email addresses should be supplied to organisations (LDBS, Local Authority, National Governors' Association etc) which had previously held their personal email addresses for governance purposes.

11. Statutory policies/key documents for approval

- 11.1 The following documents had been circulated prior to the meeting and were APPROVED by the Governing Body:
- Home School Agreement
 - SEN Policy and SEN information document
 - Charging and Remissions Policy.
- 11.2 Governors commented with approval upon the new system of including cover sections setting out the changes made to the policies as circulated, when compared with previous versions. It was reported that this practice was also helpful to members of staff.

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
Seek from Deanery update re governor vacancy (4.2)	Rev Duce
Research hardship funds/loans/support schemes run by other schools/authorities (4.3)	Rev Duce
Send to Chair comments and suggested additions/amendments for final draft of GB year planner 2018-19 (4.7)	Governors
Send to Chair comments on Governors' Code of Conduct (4.8)	Governors
Seek from PCC reassurances re use to made of the former nursery building by the church and re the timing of building work (7.6)	Chair, Vice Chair, Headteacher
Contact EYFS Middle Leader re concerns re changes in nursery/reception (7.6)	Chair
Send to Headteacher comments re Vision/Values (7.9)	Governors
Send to Chair additions to/comments re GB annual report (8.2)	Governors
Seek from caterers information on costs and practicalities of offering both halal and non-halal meat options in school meals (9.7)	Headteacher

Signed as a correct record by the Chair:



N. Bowles (Print name)

9th July 2018 (Date)