

Governing Body

Minutes of the meeting held on Thursday 16th May at 5pm

Present: Mr S Brickell Mr A Woodward (Chair)
Mrs R Dyer (Headteacher) Mr W Walter
Revd C Duce Mrs S Butcher
Ms L Playford (Co Vice Chair)
Mr P Carrivick (Co Vice Chair)

Apologies: Mrs N Bowles Ms J Bates Revd G Buckle

Absent: Ms Abimbola Johnson

In attendance: Mr N Cressy (Bursar)
Mrs S Lee (Minute Taker)

1. Opening prayer; welcome and apologies

1.1 All present were welcomed to the meeting. A prayer was led by Revd Duce. Apologies were received from Ms Bowles and Ms Bates and Revd Buckle.

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 28th March 2019 and matters arising

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

4. Chair's/Vice Chairs' reports

4.1 It was reported that Mr Woodward attended the Angela Burdett-Coutts Day celebrations and thoroughly enjoyed the play. The Angela Burdett-Coutts award was handed out by Mr Woodward and Mrs Dyer, the attendance awards were also handed out.

4.2 Mr Woodward explained that there is an attachment on the Governor Hub which needs to be read and there is a 360 review about the Chair of Governors which needs to be completed by all members of the governing body by the next meeting. There are also questions about the Governing Body as a whole which members of the governing body need to reflect on before the next meeting in June.

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

Action: Governors

- 4.3 Mr Woodward explained that there needs to be a discussion about the Governors' annual report for parents. Mr Woodward felt that a report should be completed for parents and that the aim for completion of this should be September 2019 following the September governing body meeting.

The governing body AGREED that a report should be written and did not raise any questions about this agenda item.

Action: Governors

5. School Budget

- 5.1 Mr Cressy's presentation. Mr Cressy explained that there have been a number of meetings over the last few weeks between himself and Mrs Dyer and that the budget is a changing picture.
- 5.2 Mr Cressy explained that a lot of non-core items have been cut such as the library service. Following the cutting of non-core services and changes to staffing, there is now a balanced budget with a surplus of £128.
- 5.3 Mr Cressy explained that Westminster have confirmed that they will meet the redundancy costs from last year and Mr Cressy has requested a further £15,000 from Westminster to cover some additional costs such as agency costs, he is waiting to hear back if they will pay these costs.
- 5.4 Mr Cressy explained the different sources of income such as £20,000 from catering and explained the change in numbers and how they were linked to the smaller numbers of pupils that will be at the school next year. Mr Cressy then explained the different areas of expenditure and the changes that have been made since March 2019. The decrease in the building and maintenance costs were noted and Mr Cressy explained that he is applying for grants to try to increase the money for this area.

Question: Mr Woodward asked what the school's contingency for unplanned maintenance costs was.

Response from HT: It was explained by Mrs Dyer that as there had been a significant investment in maintenance by the governors over the past 4 years – new carpets, painted classrooms, new furniture, new boiler, lighting and a fire alarm etc. that there should not be a need for big maintenance projects. If an unforeseen problem arises during 2019-2020, governors will have to report the issue to the LA and the LDBS and ask for their assistance. Mrs Dyer expressed her hopefulness, that following negotiations with the trustees, they might agree to fund at least £30,000 per annum for maintenance of the school.

- 5.5 Mr Cressy noted the decrease in agency costs for the year compared to last year.

Question: Mr Woodward asked if £20,000 was sufficient for supply teaching costs.

Response from HT: It was noted that the school's cover for courses and short term absence was being mainly covered by the HLTA (Higher Level Teaching Assistant) and the non-class based senior teachers. Agency supply cover was only used for staff on long term sick leave.

5.6 Mr Woodward thanked Mr Cressy and Mrs Dyer for their work on balancing the budget to ensure that there was no deficit.

5.7 Mrs Dyer thanked the governors for their work and research about the budget such as their investigations into the non-core services.

The budget for 2019-20 was AGREED by the governing body.

5.8 Mr Cressy was approached by Alison Neilson, on behalf of a local nursery who are looking for a space to house their nursery and Mr Cressy has met with the CEO. Mr Cressy took the CEO on a tour of the school to show him the space. There would be a potential rental income from this. Consideration of joint access would need to be made.

5.8.1 Estate agents have also visited the school to look at the opportunity of using the space to rent but it was felt amongst the governing body that this was not as favourable as the nursery as individual rental would be more complicated in terms of a timetable.

The governing body AGREED that Mr Cressy should continue to pursue this line of enquiry and did not raise any questions about this agenda item.

5.9 Mrs Dyer explained that there is a cluster of schools who are working together to find a future catering provider for the cluster of schools.

The governing body did not raise any questions about this agenda item.

5.10 Mrs Dyer explained that there needs to be a formal ratification of the move towards a one form entry school to ensure that the school is protected financially. The LDBS have agreed to the process taking place. It involves a form being completed which includes information such as birth rates and could be in place for September 2019.

Question: Mrs Butcher asked if the move towards a one form entry school would impact on the future possibility of returning to a two form entry school and asked if the change was necessary.

Response from HT: Mrs Dyer explained that it is possible to change back to a two form entry school in the future and that the process is simple. Mrs Dyer explained that the formal ratification will be a confirmation of what is already happening in the school; from September each year group will only have one class rather than two and so the formal process will ensure that, if there was a sudden influx of children, the school would not legally have to take those extra children (which it would not

have the capacity to do so based on staffing numbers for next year) despite potential appeals from parents.

It was AGREED by the governing body to the formal ratification of the move towards a one form entry school.

Action: Headteacher

5.11 Mr Woodward explained that a meeting with the Trustees is taking place to explain to them the budget situation and the governing body will be asking for a guaranteed yearly income from the Trustees. Mr Walter explained that a document has been written (to be sent to the Trustees prior to the meeting) which explains the costs of the school and asks for guaranteed financial support from the Trustees of £48,000 per year.

The governing body did not raise any questions about this agenda item.

6. Link governor reports

6.1 Mr Woodward asked all governors to contact their school link person and begin writing the link governors' reports.

The governing body did not raise any questions about this agenda item

Action: Link Governors

7. Headteacher's report

7.1 SIAMS Mrs Dyer explained that a SIAMS Health check with Jayne Pavlou will take place on 4th June and invited the foundation governors to attend.

The governing body did not raise any questions about this agenda item.

7.2 Safeguarding

Mrs Dyer explained that over the next two weeks, staff will complete a safeguarding quiz to ensure that their skills are kept sharp and up to date and that they are reminded about school procedures and national guidelines. Safeguarding training has been booked for Friday 18th October and Mrs Dyer invited all governors to attend.

The governing body did not raise any questions about this agenda item.

7.3 Staffing

Mrs Dyer explained that one staff member returned from short term sick leave of 15 days and one staff member continues to be on long term sick leave.

The governing body did not raise any questions about this agenda item.

7.4 Teaching

Mrs Dyer explained that she has completed a series of 10 lesson observations and book scrutinies in Nursery, reception, years 2, 3, 4, and 5 (year 1 and 6 will happen after half term).

7.4.1 Mrs Dyer explained that staff have had their maths milestones meetings to look at progress in maths with Mr Brickell and SLT.

7.4.2 Mrs Dyer explained that there have been key stage strategy meetings to look at achievement and progress in reception, year 2 and year 6.

7.4.3 Mrs Dyer explained that a Raising Achievement Plan meeting for year 5 to prepare them for year 6 took place last week and will be happening again in July.

7.4.4 Mrs Dyer explained that Helen Ridding (LDBS) and Shelley Duffy (Bi-Borough) will visit on Monday 20th May to look at the work samples in all year groups and governors will receive a report at the next meeting.

The governing body did not raise any questions about this agenda item.

Action: Headteacher

7.5 Curriculum

Mrs Dyer, along with two other members of the teaching staff, were invited to observe the teaching of Maths and English at the Westminster Saturday school called Platform.

7.5.1 Mrs Dyer explained that the school have introduced History, Geography and Science knowledge organisers for years 1 to 6 pupils in line with the new OFSTED framework focus on intent, implementation and impact.

7.5.2 Mrs Dyer explained that Year 4 girls have received training in the following:

- **Self-Awareness:** The girls were learning to recognise the cause and effect rule that thought creates feeling, gain awareness of strengths, and learn to access confidence and optimism.
- **Self-Management:** The girls were regulating their own behaviour, controlling impulses and motivating themselves.
- **Healthy Relationships:** The girls were cooperating and communicating clearly. They were solving problems peacefully and seeking help when needed.
- **Social Responsibility:** The girls demonstrated perspective and were empathetic. They easily recognised family, school and community support.
- **Responsible Decision Making:** The girls made respectful choices about which thoughts to act on, based on well-being of self and others.

7.5.2 Mrs Dyer explained that pupils from year 5 and 6 have participated in the Changing Lives project with Westminster school and sang in a community choir.

7.5.3 Mrs Dyer explained that Revd Duce will be working with year 6 on transition after half term.

The governing body did not raise any questions about this agenda item.

7.6 Assessment Mrs Dyer explained that the following assessments have been /are taking place:

- Reception end of year EYFS work will be moderated by the Bi-Borough
- KS1 SATs started on 1st May and will continue next week
- KS2 SATs are complete

The governing body did not raise any questions about this agenda item.

7.7 Angela Burdett-Coutts

Mrs Dyer explained that the Angela Burdett-Coutts day was recently celebrated and pupils were awarded trophies for attendance and for the Angela Burdett-Coutts award.

The governing body did not raise any questions about this agenda item.

7.8 Premises Mrs Dyer explained that the garden has transformed and there will be vegetables and herbs growing from June.

The governing body did not raise any questions about this agenda item.

7.9 Grant application Mrs Dyer explained that a grant has been made for £10,000 from the Marylebone Foundation for music tuition to continue. The school will find out in July if it has been successful.

The governing body did not raise any questions about this agenda item.

7.10 SIP priorities Mrs Dyer provided an update on each of the SIP Key Priorities.

The governing body did not raise any questions about this agenda item.

8. Policy Development

8.1 **Business Continuity Plan** AGREED by the governing body.

8.2 **Health and Safety Policy** AGREED by the governing body.

8.3 **Science Policy** AGREED by the governing body.

At 18.35 Steve Brickell and Sascha Lee were asked to leave the hall so that the governors could discuss a confidential item.

At 18.55 Steve Brickell and Sascha Lee were asked by the Chair to re-join the meeting.

9. Any Other Business

9.1 Mr Carrivick will be acting as the Chair of Governors in June and will meet with Mrs Dyer for the rest of the summer term in place of Mr Woodward.

9.2 Mr Woodward proposed that the July meeting is cancelled and any items for the July meeting need to be brought forward to the June meeting.

Action: Governors

10. Governing Body Effectiveness

See item 4.2.

Summary of action points

Action (and relevant section in minutes)	Owner
Look at the 360 review and the questions for Governing Body Effectiveness (4.2)	All governors
Governors' annual report for parents (4.3)	All governors
Complete move towards formal ratification of changing to a one form entry school (5.10)	Headteacher
Link governors to complete link governor reports (6.1)	Link governors
Provide feedback from Helen Ridding and Shelley Duffy's visit at the next meeting (7.4.4)	Headteacher
Confirm the decision about the July meeting (9.2)	All governors

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

Dated: 15th July 2019