

# BURDETT-COUTTS AND TOWNSHEND FOUNDATION CE PRIMARY SCHOOL

## MEETING OF THE GOVERNING BODY

Minutes of the Meeting Held on Thursday 14<sup>th</sup> November 2019 at 6pm

### **Present:**

Mrs N Bowles  
Mr S Brickell  
Mr P Carrivick  
Mrs R Dyer  
Ms L Playford  
Ms S Agabani  
Ms P Ashley  
Rev G Buckle  
Mrs J Bates

### **Apologies:**

Ms A Johnson  
Mr W Walter

### **In attendance:**

Mrs S Lee (Clerk)

### **Meeting summary**

#### **Decisions Required**

Policy ratification  
Standing Order amendment

#### **Updates**

SIAMS training  
Headteacher's report  
Chair's report  
Bursar's report  
GB Link reports

#### **Next steps**

Note dates to meet with school staff as a link governor

### **1. Opening prayer; Welcome and apologies**

1.1 All present were welcomed to the meeting which was opened with a prayer led by Revd Buckle. The Chair of governors welcomed new governors to the governing body. Apologies from Ms Johnson and Mr Walter were noted.

*(Clerk's note: Revd G Buckle left the meeting at 18.10)*

### **2. Governor Training Session, SIAMS 6 – 6.45pm with Helen Ridding**

2.1 It was noted that this has been cancelled and has been re-arranged for 9<sup>th</sup> January. Helen Ridding was unable to attend this evening. All governors AGREED to the new date for the SIAMS training.

### 3. Declaration of Interests

3.1 New members of the governing body completed and signed annual declaration of interest forms. No declarations of interest were made by those present in any item on the current agenda.

### 4. Minutes of previous meeting and matters arising

4.1 Ms Bowles explained that an amendment was needed to the minutes of the previous meeting for item 8.6. The full title of the Keeping Children Safe in Education document needs to be included (date needs to be included).

No other amendments were suggested by the governing body and the minutes (once amendment is made) were AGREED by the governing body.

<b>Matters arising</b>		
<b>Action (and relevant section in minutes)</b>	<b>Owner</b>	<b>Update</b>
6.3 Contact Mr Carrivick about helping to write the bid to Coutts Bank with the Trustees	<b>Governors</b>	<b>Awaiting feedback from Coutts trust</b>
6.4 Governors to meet with Mr Carrivick	<b>Mr P Carrivick</b>	<b>Ongoing</b>
7.1 Governor training audit	<b>Ms Playford</b>	<b>Ongoing. Ms Bowles – Safer Recruitment training needs checking and updating</b>
8.1 Inform the LDBS of the LDBS Foundation Governor Vacancy	<b>Mrs Lee (Clerk)</b>	<b>Ongoing</b>
8.4 All governors to sign the ICT user agreement	<b>Mrs Lee (Clerk)</b>	<b>Ms Bowles to email to Mrs Lee</b>
8.5 Standing Orders to be amended	<b>Ms Bowles and Mrs Lee</b>	<b>See minutes below</b>
10.1 Investigate, with Turn It On, possible technology which would be used for virtual attendance	<b>Mrs Dyer</b>	<b>Ongoing</b>
10.1 Virtual Attendance parameters of use to be drafted	<b>Ms Bowles and Mrs Dyer</b>	<b>Ongoing</b>
12.1 SIAMS crib sheet to provide guidance to governors	<b>Ms Bowles and Mrs Dyer</b>	<b>Ongoing</b>
13.3 SIP meeting 30 <sup>th</sup> October	<b>Governors</b>	<b>Completed</b>
13.4 Pass on thanks to the staff	<b>Mrs Dyer</b>	<b>Completed</b>
16.1 Inform governors of the members of the Pay Committee and HT Performance Management Committee	<b>Mr P Carrivick</b>	<b>Pay Committee and HT Performance Management Committee – names to be shared by Mr P Carrivick</b>

*(Clerk's note: Ms Bates joined the meeting at 18.21)*

## **5. Headteacher's report**

- 5.1 It was explained by Mrs Dyer that the school uses key data documents to inform its planning and next steps and that these included the Analyse School Performance data set.
- 5.2 An information sheet was distributed by Mrs Dyer informing governors of the school's need to create an ethos committee and Mrs Dyer invited governors to join the ethos committee. It was suggested by Mrs Dyer that a non-foundation governor as well as foundation governor be part of this committee. It was AGREED that Ms Agabani should be part of this committee. It was explained by Mrs Dyer that the committee will meet three times per year (dates to be confirmed). Mrs Dyer explained the purpose of the ethos committee and invited other governors who are interested in being part of this committee to contact her.

### **ACTION: establish an ethos committee.**

- 5.3 The governing body noted the new date for the SIAMS training (9<sup>th</sup> January) and all AGREED to the new date.
- 5.4 It was proposed by Mrs Dyer that Ms Playford is the new RE link governor. Ms Playford AGREED to this position.
- 5.5 It was explained by Mrs Dyer and Mr Carrivick that they had met to discuss school admissions and ways in which pupil numbers could be increased. A QUESTION was asked in relation to what can be done to increase the number of pupils in Reception. In response to the QUESTION Mrs Dyer noted that some of the current suggestions for increasing pupil numbers would have a cost implication; these included: increasing marketing on the website, increasing the position of the school on a Google search. It was explained by Mrs Dyer that the following marketing had already been completed: taking part in a Parliamentary Review, advertising in a publication entitled Families South West and leaflets to promote the Reception open days. A QUESTION was asked by Mrs Dyer about any further ideas governors may have in relation to increasing pupil numbers. In response to the QUESTION, it was explained that Google adverts are an uncertain way of advertising. A QUESTION was asked in relation to the possibility of extending the nursery house. In response to this, Mrs Dyer explained that the financial implications of this were too high and it was suggested by Mrs Dyer that the idea of building relations with local nurseries already in existence was more cost effective and beneficial.
- 5.6 Governors were reminded of the SIP and the Key Priority Targets that make up the SIP this year. It was explained by Mrs Dyer that each governor is linked to a Key Priority on the SIP and all governors were encouraged to meet with the lead person for the Key Priority that they are linked to. Governors APPROVED the SIP and the six key priorities.

### **ACTION: Governors to check which Key priority they are linked to and liaise with the lead person.**

- 5.7 It was noted that recent SIAMS training was attended by Mrs Dyer and Revd Buckle. Following this training, it was felt by attendees of the training that the profile of RE needed to be raised in the school. Therefore, Mrs Dyer explained that a new

timetable for RE has been implemented across the school and RE breakfast meetings were being held for teaching staff to increase training opportunities. Governors were reminded of the document 'RE Entitlement' and were asked by Mrs Dyer to ensure that they had read this document. Mrs Dyer explained Revd Buckle had a number of ideas for increasing the profile of RE which included the following: Year 6 pupils attending the Westminster Almshouses Foundation, the Bishop of London has been invited to attend the Year 6 leavers' service in July and a link with a church school in Armenia is going to be established.

**ACTION: read document, 'RE Entitlement'.**

- 5.8 Mrs Dyer invited governors to attend the school's self-evaluation opportunities listed on page 8 and 9 of the HT report.
- 5.9 It was noted by Mrs Dyer that at the next meeting in January in-year data will be presented by Mrs Lee (AHT – Assessment Lead).
- 5.10 Governors spent some time analysing the current school website and were invited by Mrs Dyer to write three things down which they felt were positive about the school website landing page and three suggestions for improvement. The following suggestions were made - that the landing page of the website had a direct link to information about the nursery. In response to the QUESTION about the website governors commented favourably on the ease of use of the website and that it is bright and inviting. Mrs Dyer explained that she will collate the feedback from governors and email the word copy to Mr Carrivick so that he can create a Google document for governors to read and further discuss at the next meeting.

**ACTION: Mrs Dyer to collate responses and email Mr Carrivick.**

- 5.11 It was explained by Mrs Dyer that the curriculum policy had to be rewritten in light of the new Ofsted EIF (Education Inspection Framework) so that it focuses on Intent, Implementation and Impact. Mrs Dyer noted that this would be brought to a future meeting.
- 5.12 Governors were invited to look at the most recent school newsletter.
- 5.13 Mrs Dyer explained that the school had received a letter from Richard Stanley which explains that the school was to receive additional support and monitoring. Mrs Dyer explained that the reason for this was the Key Stage Two combined score. It was noted that Key Stage Two results have improved overall.

**6. Chair's and Vice Chair's reports**

- 6.1 The Chair thanked Mrs Dyer for her report and updates.
- 6.2 It was explained by the Chair that there are currently 16 pupils in the Reception class. A QUESTION was asked in relation to when parents of nursery aged children generally tend to visit the school. It was explained by Mrs Dyer that visits usually take place in September and again in December as the closing date for applications to the school for the following September is 15<sup>th</sup> January. In response to a QUESTION, it was confirmed that admissions across the borough of Westminster will be affected for the next ten years and that the issue is affecting all local schools. A QUESTION was asked about what can be done to persuade parents to visit the school. In

response to this QUESTION it was suggested that a group of parents should be formed which will then liaise with local nurseries and playgroups; it was suggested that this idea be taken to the Friends of Burdett-Coutts. In response to the QUESTION it was also suggested that incentives be given to parents such as an iPad (which would be charity funded rather than publicly funded). A discussion ensued with some governors supporting the idea of iPads and others feeling that other incentives such as music lessons would be a better way forward. It was commented that the Breakfast and After School club which is on site is unique to the area; a suggestion was made about the possibility of a charity funding places for this club. However, it was noted that the Trustees already fund places for this. Further suggestions about the possibility of the school implementing coding program and creating a link with an international school were noted.

**ACTION: Mrs Dyer to liaise with Friend of Burdett-Coutts to establish a parent group.**

**ACTION: governors to consider incentive ideas and email these to the Chair who will then discuss further with Mrs Dyer.**

- 6.3 Ways of working: It was explained by the Chair that meetings are held two weeks prior to the Governing Body meeting between Chair and the Headteacher.
- 6.4 The Chair noted that link governor roles are in place and it was explained to governors that there is a form to be used when meetings are held with the link teacher from the SIP. The Chair asked that governors copy in the Headteacher when arranging a time to visit their link teacher.
- 6.5 The Chair encouraged all governors to use Governor Hub.
- 6.6 It was AGREED that the Pay Committee for 2019-20 would be composed of Ms Bates, Ms Johnson and Mr Walter and that the Headteacher's Performance Management would be composed of Ms Bowles, Ms Playford and Mr Carrivick. The Terms of Reference for these committees were APPROVED with no significant amendment (other than to dates etc.)

**Action: Ms Bowles to liaise with Michael Larkin and the HTPM panel about a mutually convenient date for the HTPM before 19<sup>th</sup> December.**

## **7. General governance matters**

- 7.1 It was noted that the Clerk has been in contact with the LDBS a number of times in relation to filling the current LDBS governor vacancy. The Chair asked that governors contact him if they know of person who may be interested in becoming a governor.
- 7.2 The link roles as outlined in the SIP were AGREED by governors.
- 7.3 The Standing Orders of the Governing Body were amended by Ms Bowles to include virtual attendance. The amendment to the Standing Orders were AGREED by governors.
- 7.4 Link Governor reports to be considered at the next meeting.
- 7.5 It was explained that the SIAMS crib sheet which is being created by Ms Bowles is an ongoing process and that governors need to read the document as it stands.

**Action: Ms Bowles to share document entitled 'What It Means to be a Foundation Governor'. All governors to read the SIAMS crib sheet.**

## **8. Bursar's report**

- 8.1 It was explained by Mrs Dyer that the Bursar's report was available as a document on Governor Hub. Mrs Dyer noted that this document is submitted to the bi-borough and is completed monthly. Mrs Dyer highlighted the summary based on income and expenditure available in the report.
- 8.2 It was noted that a company have expressed an interest in renting some of the spare classrooms and that this would provide the school with additional income of £12,000 per annum. A QUESTION was asked in relation to safeguarding and in response to this Mrs Dyer explained that all employees of the company that would be using the room would have an enhanced DBS check completed before being allowed to work on the school premises.
- 8.3 The possibility of a falling roll budget from the LDBS was discussed.

**Action: Chair to draft letter to LDBS to enquire if falling roll budget will be available in the future.**

## **9. Policy Development**

- 9.1 Four documents were circulated prior to the meeting. The Teacher's Pay Policy was APPROVED with no amendments. The Admissions Policy was APPROVED with amendments noted from last year's policy. The Safeguarding Policy was APPROVED. Updates to the SEN Policy were APPROVED.

## **10. Any other business**

- 10.1 It was noted that no other business was discussed at today's meeting.

## **11. Governing Body impact**

11.1 With regard to **ensuring clarity of vision, ethos and strategic direction**, governors had considered the development of an ethos committee and SIAMS training.

11.2 With regard to **holding the headteacher to account for the educational performance of the school and its pupils and the performance management of staff**, governors had considered the data available in the Analyse School Performance document, had agreed the membership of the Pay Committee and Headteacher's Performance Management Committee for the current year.

11.3 With regard to **overseeing the financial performance of the school and making sure its money is well spent**, governors had reviewed financial information provided by the Bursar and had considered future budget planning in terms of pupil numbers.

## 12. Confidential matters

12.1 There were no confidential matters discussed.

## 13. Close

13.1 There being no further business, the meeting closed at 8.15pm.

### Summary of action points

Action (and relevant section in minutes)	Owner
Create an ethos committee (Min 5.2)	Mrs Dyer and all Governors
Governors to liaise with SIP Key Priority lead person that they are linked with (Min 5.6)	All Governors
Read document, 'RE Entitlement' (Min 5.7)	All Governors
Collate responses to the website (Min 5.10)	Mrs Dyer
Create google doc re : website ideas (Min 5.10)	Mr Carrivick
Contact the Friends of Burdett-Coutts (Min 6.2)	Mrs Dyer
Consider incentives and email the Chair (Min 6.2)	All Governors
Contact Michael Larkin re: date of HTPM meeting (Min 6.6)	Ms Bowles
Governors to read 'What It Means to be a Foundation Governor' and the SIAMS crib sheet (Min 7.5)	Ms Bowles and all governors
Draft letter to LDBS re falling roll fund. (Min 8.3)	Mr Carrivick

### Approval of the minutes by the Chair

I, A. Johnson, Vice-Chair of the Governing Body at Burdett-Coutts and Townshend Church of England Primary School, deem these minutes to be a true and an accurate record of the Full Governing Body meeting which took place on **Thursday, 14<sup>th</sup> November 2019 at 6:00pm.**

E- Signed as a correct record.

Date: 9 January 2020

**A. Johnson,**

Vice-Chair of the Governing Body

Burdett-Coutts and Townshend Church of England Primary School