

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

**Governing Body**

**Minutes of the meeting held on Thursday 29 November 2018 at 5.00pm**

**Present:** Mr S Brickell  
Mrs S Butcher  
Mr P Carrivick (Co Vice Chair)  
Revd C Duce  
Mrs R Dyer (Headteacher)

Miss A Johnson  
Ms L Playford (Co Vice Chair)  
Mr W Walter  
Mr A Woodward (Chair)

**Apologies:** Mrs N Bowles  
Revd G Buckle

**In attendance:** Mrs S Lee (Assistant Headteacher)  
Ms C Mehegan (Clerk)

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

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

**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 18 October 2018 and matters arising**

3.1 Minutes of the previous meeting were AGREED as a correct record and signed by the Chair. The sole action from the previous meeting related to the Deanery-appointed Governor vacancy. It was reported that a CV from a potential candidate had been sent by the Deanery to the Chair for consideration.

**Action: Chair**

3.2 There were no matters arising not otherwise on the agenda for this meeting.

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

4.1 No formal Chair's action under Regulation 8 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 had been necessary since the October meeting. Routine meetings had been held between the Chair and Headteacher, at which matters including the School Improvement Plan and staffing matters had been discussed.

4.2 Ms Playford was to update the governor skills audit with a view to considering shared training for the current year. Governors yet to do so were reminded to complete the form which had been circulated.

## **Action: Governors**

- 4.3 Governors had been contacted via email regarding a proposed date for a meeting to consider an initial draft of the school budget for 2019-20, which would bring the number of meetings for the year up to ten, as specified in the standing orders. It was AGREED that the meeting would be held on 7 March 2019.
- 4.4 It was noted that the Headteacher's Performance Management Group would meet on 17 December 2018, assisted by an external adviser, to review performance for the school year 2017-18.

## **5. Pupil outcomes**

- 5.1 A document setting out pupil outcomes data for 2017-18, from Analyse School Performance (ASP), had been circulated prior to the meeting, and a further paper was tabled. It was noted that the Inspection Data Summary Report (IDSR) was not yet available and would be considered at a future meeting. Governors were reminded that initial data for 2017-18 had been used when drawing up the School Improvement Plan for 2018-19.

*[Clerk's note: Ms Playford joined the meeting at 5.10pm]*

- 5.2 Mrs Lee talked governors through the ASP data, which showed attainment and progress for 2017-18 in Key Stages 1 and 2. This included comparative local and national data. There was some discussion of how the data was calculated, with zero being each year's national average for ease of comparison across the UK, and the 'adjusted score' referring to results after moderation, re-marking etc.
- 5.3 Governors noted the progress made by disadvantaged pupils in **Key Stage 2** and those with low prior attainment. There was some discussion of the size of this sub-group and of the reliability of previous outcomes data for pupils having joined the school more recently. It was confirmed that, using systems provided by the Fischer Family Trust, it was possible for the school to re-calculate data with certain pupils removed for purposes of comparison. A QUESTION was asked about responsibility for the progress of disadvantaged pupils. It was explained that Mrs Camplin was the lead teacher for the Pupil Premium plan but that all staff maintained an awareness of disadvantaged pupils and their progress.
- 5.4 Data regarding outcomes by group including gender and English as an Additional Language status was noted, with children with EAL having performed particularly well. In response to a QUESTION, it was reported that this could possibly be for no reason beyond the high percentage of these children within the Year 6 cohort. It was noted that most groups (e.g. ethnic groupings) were too small for outcomes to be statistically significant and that few trends were apparent. It was noted, however, that middle prior attainers should be a key area of focus and that low prior attainers had made the least progress.

5.5 Governors' attention was drawn to a graph showing the overall outcomes trend for Key Stage 2 over a period of three years. It was noted that the report did not include a similar chart for Key Stage 1 but was confirmed that this could be provided.

**Action: Mrs Dyer**

5.6 Data for **Key Stage 1** was presented, again including comparative local and national data and data according to various groupings. In response to a QUESTION, it was explained that the improved results in Key Stage 1 were believed to be attributable, at least in part, to more stability in teaching staff and consistency in teaching.

5.7 It was noted that the school had improved its resources across a broad curriculum and that programmes for teaching of phonics and the 'Maths Mastery' approach were well-embedded and were beginning to impact positively on outcomes. It was expected that this would lead in future to there being less need to fill gaps in pupils' knowledge later in their school careers, as pupil understanding was deeper and more secure.

5.8 A QUESTION was asked regarding the impact of **pupil mobility** on outcomes data. It was confirmed that there were some families in the local area who changed schools quite frequently, but it was not thought that this affected key Stage 2 more greatly than it did Key Stage 1. Again, it was noted that it was possible to extract data to show outcomes for pupils who had been with the school for their entire school career.

5.9 There was some discussion of staff training and of how the **quality of teaching and learning** was monitored. It was noted that detail of learning walks and monitoring by external advisers was included in the Headteacher's written report, with Governors always welcome to attend. There was some discussion of the use of IT to assist learning and of applications which helped parents to support their child's learning.

5.10 A QUESTION was asked about any possible impact of falling numbers of pupils on the school roll on pupil outcomes. It was recognised that falling rolls led to reduced funding but emphasised that this ought not to affect the quality of teaching. It was recognised, however, that support for interventions could potentially be affected. The school was in the process of writing a series of bids for grant funding.

## **6. Link governor reports**

6.1 A report on Mr Walter's visit to review progress and attainment had been circulated prior to the meeting. It was reported that Ms Playford had visited the school and had met with the Headteacher to discuss Key Priority 6 from the School Improvement Plan (regarding maintaining progress in Key Stage 1), with much positive work reported to be ongoing. The positive impact of a class teacher moving up the school accompanying a class had been noted.

- 6.2 Governors were reminded that agreed link roles were listed in the SIP and that, wherever appropriate to the Key Priority, visits should take place in the Spring term, with contact being made with the designated lead teacher to arrange any visit.

**Action: Governors**

**7. Headteacher's report**

- 7.1 The Headteacher's written report had been circulated prior to the meeting. Mrs Dyer talked governors through key aspects of the report and provided additional comment in some areas.
- 7.2 School contextual data: The report provided an update on numbers in pupils in groups such as those eligible for the Pupil Premium or Service Premium, those eligible for Free School Meals and those with identified Special Educational Needs.
- 7.3 Quality of teaching, learning and assessment: Detail was provided of quality monitoring either undertaken or planned. This included book scrutiny and lesson observations by external advisers from the LA and LDBS. Information was also provided regarding staff Inset including Maths Mastery training.
- 7.4 Staffing matters: Information was provided on some changes to support staffing.
- 7.5 Curriculum enrichment: The report included a list of activities and trips undertaken to ensure curriculum breadth. Highlights had included a visit to City Hall, a visit to a Downing Street reception for a pupil who had won a history competition and the introduction of new online learning (for home and school) in history and geography. Some pupils were reported to be attending weekend enrichment activities at Westminster School, and its pupils were providing support with Latin Club, Chess Club and Breakfast Club. Burdett-Coutts' pupils would also be attending Prom Praise, with Mr Carden's work with the choir being highly commended.
- 7.6 Parental engagement: It was reported that various coffee mornings and workshops had been held to liaise with parents. In response to a QUESTION, it was reported that attendance at workshops varied with the topic, with some attended by as many as 25 parents/carers, whereas others had a more specialist focus. It was explained that while workshops were open to all, the school made a point of targeting reminders for certain parents for whom they were thought likely to be particularly relevant. Governors were invited to attend class assemblies, which were held on Friday mornings.
- 7.7 Personal development, behaviour and welfare: It was reported that pupil height and weight checks had been completed and that a variety of activities relating to health and sport had taken place. A 'Wellness Day' was scheduled for 24 January 2019, and all were welcome to attend. A QUESTION was

asked about pupil safeguarding and emergency contact details. It was confirmed that a minimum of two contacts were held for each pupil. A QUESTION was asked about electric scooters, which were understood to be a growing safety concern in some cities. It was reported that no such scooters had been observed by teachers supervising outside the school. It was reported that the school's lockdown policy/procedure would be tested in the new school term.

- 7.8 Premises matters: Information was provided regarding meetings which were scheduled with external organisations about the future use of the former nursery classroom. It was noted that the building itself was owned by the Trustees with the land owned in part by the church and in part by the school. An adviser from the LDBS was reported to have provide helpful support.
- 7.9 Outcomes for pupils: It was reported that once IDSR information was published, this would be discussed by the Headteacher and Assistant Headteacher with an external adviser and a report would be made at the January meeting. An appendix to the Headteacher's report, providing outcomes data for the current term for all year groups, had been circulated prior to the meeting and was presented by Mrs Lee. The document provided information on the number of steps of progress made since the beginning of the school year in core subjects and included information on contextual data such as gender and disadvantaged status. In response to a QUESTION, it was confirmed that interventions designed to support pupils eligible for Pupil Premium funding appeared to be having a positive impact. In response to a further QUESTION, information was provided regarding Third Space Maths, which included targeted support for certain pupils and a 'fluent in five' daily challenge for all.
- 7.10 School Improvement: Mrs Dyer ended her report with an update on the progress of the School Improvement Plan (SIP). It was reported that the format (e.g. numbering of Key Priorities) had been amended slightly upon the advice of external advisers. It was noted that the SIP update report format now included more detail of activities completed and progress made in addition to the 'percentage complete' statistic, as this was thought to be a more useful guide to impact. Governors welcomed this change.
- 7.11 It was noted that governors' link visit reports would be used to feed into the updates of the SIP. The next formal SIP update would be provided in a report to the March 2019 meeting of the Governing Body.
- 7.12 A QUESTION was asked about an area of the SIP currently coded in red (i.e. not on schedule). It was explained that the time planned in the current term to be allocated to safeguarding training had been allocated instead to training relating to subject teaching and the school's vision. Safeguarding training would now take place in January 2019. In response to a further QUESTION, it was reported that an annual report by the Headteacher and Safeguarding Link Governor provided detail of all staff safeguarding training, including annual refresher training and other relevant courses. Meetings between the

Headteacher and Mrs Butcher/Miss Johnson (who shared the Safeguarding Link role) would take place approximately termly.

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

- 8.1 A written report from the Bursar had been circulated prior to the meeting. This included a report on the financial position as at Period 7 of the financial year and detail of school income and expenditure as compared with projections. There were no major changes to report at this time and no questions from governors. Mr Cressy would attend the meeting of January 2019 to present the report for the third quarter. One matter with financial implications would be discussed under the Part 2 confidential section of the agenda.

## **9. General governance matters**

- 9.1 Governing Body membership matters: Membership matters had been considered under matters arising (see paragraph 3.1, above).
- 9.2 Governor training: The requested completion of the skills audit had been noted earlier during this meeting. There was some discussion of safeguarding training and the differences between the training provided by the Local Authority and the London Diocesan Board for Schools.
- 9.3 Governing Body impact: A report on the action undertaken by the Governing Body in 2017-18 had been circulated prior to the meeting. There was some discussion of the frequency with which a report of this nature could usefully be produced, with advantages and disadvantages noted for reporting termly, every six months or annually
- 9.4 Audit of school website: Mrs Bowles being unable to attend the current meeting, this item would be considered at the January 2019 meeting.
- 9.5 GB planning: It was noted that key Governing Body documents including the SIP, GB year planner and all papers for this meeting (and future meetings) were (or would be) available on GovernorHub. Suggestions for additions to meeting agendas could be sent to the Clerk.

## **10. Statutory policies/key documents for approval**

- 10.1 A number of documents had been circulated for reading prior to the meeting.
- 10.2 Four of these were revised model HR documents provided by the LDBS, which had been subject to consultation with the relevant organisations. The **Managing Staff Sickness Absence Policy, Grievance Procedure, Discipline Procedure and Managing Change Policy/Procedure** were APPROVED unamended.
- 10.3 It was reported that the **Finance Policy** was based upon a model provided by the Local Authority and had been reviewed during the school's last financial audit. The only changes since that time were to names of members of staff.

There was some discussion of the spending limit of £5000 for the Headteacher (outside of expenditure previously agreed while setting the annual budget). Mrs Dyer confirmed that this was felt to be sufficient. The policy was APPROVED as submitted.

- 10.4 It was noted that the **Scheme of Delegation** included a limit on spending by teachers of £500 within their previously agreed departmental budgets. The SoD was APPROVED as submitted.
- 10.5 It was noted that the maximum £200 per annum permitted to be claimed under the **Governor Allowances Policy** had not been amended in the previous two years, but that few (if any) governors claimed expenses and no claims had been close to this sum. The Policy was APPROVED as submitted.

## 11. Any other business

- 11.1 Governors were invited to meet school staff and Trustees for Christmas drinks at 5.00pm on Thursday 13 December in the lecture room at Westminster School.

## 12. Governing Body impact

- 12.1 In line with good practice, the Governing Body considered the effectiveness/impact of this meeting (and of action taken since the October meeting), having regard to the key areas of focus for Governing Bodies.
- 12.2 With regard to **ensuring clarity of vision, ethos and strategic direction**, the GB had reviewed the progress of the School Improvement Plan.
- 12.3 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 reviewed pupil outcomes data for 2017-18 from Analyse School Performance and had set a date for the Headteacher's performance review meeting.
- 12.4 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 a number of finance-related policies.
- 12.5 It was noted that the conclusions of this item at each meeting could be utilised when producing future reports on Governing Board effectiveness.

## 13. Confidential matters

- 13.1 There were no **exclusions** or **safeguarding** matters to report.
- 13.2 The Headteacher provided a brief update on the progress of a **staffing** matter. A meeting with a union representative regarding an ongoing sickness absence had been scheduled but subsequently cancelled. The school and the member of staff in question would consider options. More detail would be

provided as it became available, to the extent that this was appropriate in advance of any governor panel meeting which might be required. In response to a QUESTION, it was confirmed that specialist HR advice was being received.

*[Clerk's note: identifying detail is not included in these public minutes and there are no separate confidential minutes regarding the matters in question]*

13.3 No further confidential business was raised.

#### **14. Close**

14.1 There being no further business, the meeting closed at 7.05pm.

#### **Summary of action points**

<b>Action (and relevant section in minutes)</b>	<b>Owner</b>
Liaise with Deanery re CV and governor vacancy <b>(3.1)</b>	Chair
Complete skills audit form and return to Ms Playford <b>(4.2)</b>	Governors
Circulate three-year trend summary for Key Stage 1 <b>(5.5)</b>	Mrs Dyer
Undertake link visits in Spring term (where relevant SIP Key Priority makes this appropriate) – contact designated lead teacher to arrange <b>(6.2)</b>	Link governors

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

Andrew Woodward (Print name)

24 January 2019 (Date)