

# BURDETT-COUTTS AND TOWNSHEND FOUNDATION CE SCHOOL

## Governing Body

### Minutes of the meeting held on Thursday 18 October 2018 at 5.00pm

**Present:** Mr S Brickell Mrs R Dyer (Headteacher)  
Revd G Buckle Mr W Walter  
Mr P Carrivick (Co Vice Chair) Mr A Woodward (Chair)

**Apologies:** Mrs N Bowles Revd C Duce  
Mrs S Butcher Miss A Johnson  
Ms L Playford (Co Vice Chair)

**In attendance:** Mrs S Lee (Assistant Headteacher) [for part of meeting]  
Ms C Mehegan (Clerk)

#### 1. Presentation: Years 4, 5 and 6

1.1 The agenda was re-organised due to an external commitment meaning that Mrs Lee could not attend the full meeting. Mrs Lee opened the meeting with a presentation on Years 4, 5 and 6. This included:

- pupil contextual information
- information on staffing
- information on attainment/progress since the beginning of the school year (including that of pupils eligible for Pupil Premium funding)
- detail of actions in each year group's raising attainment plans (including for more able pupils eligible for Pupil Premium funding)
- detail of curriculum enrichment activities
- targets for Year 6 for Summer 2019 (based on pupil outcomes at the end of Key Stage 1 and national outcomes in Summer 2018).

*[Clerk's note: Mrs Lee left the meeting at 5.15pm]*

1.2 Mr Brickell, in his role as Year 6 class teacher, answered QUESTIONS relating to the presentation. It was confirmed that the Mathletics programme was used for all, with homework set tailored to individual pupils' learning gaps, and explained that uncompleted homework was followed up. Additional support could be provided during Breakfast Club if there were difficulties (including difficulties accessing the system from home). A follow-up QUESTION was asked regarding take-up of Breakfast Club. It was reported that typical attendance was 24 or 25 pupils.

1.3 In response to a QUESTION regarding Third Space Maths, and whether it was only for pupils who were struggling or also for providing additional challenge, it was explained that the aim was for all pupils to achieve expected outcomes and to have a secure understanding of all topics covered.

1.4 In response to a QUESTION, it was confirmed that staff liaised with parents regarding any concerns about pupils' work or their punctuality.

- 1.5 A QUESTION was asked about how staff became informed of new initiatives and teaching tools, it was explained that many providers contacted the school directly but that the most useful tools and initiatives generally came from recommendations from external advisors or partner schools, or from staff research with a specific aim in mind. It was emphasised that it was important to ensure that the school adopted and continued only with those which made a positive impact.
- 1.6 In response to a QUESTION regarding pupils eligible for Pupil Premium funding, it was confirmed that good progress appeared generally to be being made and noted that staff were particularly conscious of the need to ensure that this was the case. Further detail had been provided in the Pupil Premium report which had been circulated to governors and was to be considered under Item 9 on the agenda for this meeting. A QUESTION was asked about the reasons for outcomes in writing in Year 5 being less good than outcomes in reading and maths, and whether this was particularly affected by pupil mobility. It was explained that there were a number of reasons and that support was being provided to pupils whose writing gave cause for concern.

## **2. Opening prayer; welcome and apologies**

- 2.1 All present were formally welcomed to the meeting. A prayer was led by Revd Buckle. Apologies from Mrs Bowles, Mrs Butcher, Revd Duce, Miss Johnson and Ms Playford were noted.

## **3. Declarations of interest**

- 3.1 No declarations of interest were made by those present in any item on the current agenda.

## **4. Minutes of meeting of 20 September 2018 and matters arising**

- 4.1 Minutes of the previous meeting were AGREED as a correct record and signed by the Chair. Governors considered the list of actions from the previous meeting, all of which were reported to be complete.
- 4.2 There were no matters arising not otherwise on the agenda for this meeting.

## **5. Chair's report**

- 5.1 No formal Chair's action under Regulation 8 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 had been necessary since the September meeting. Two routine meetings had been held between the Chair and Headteacher to discuss strategic matters and the content of the agenda for this meeting. The Chair had viewed and signed approval of the school's Single Central Record.
- 5.2 A report from a recent visit by external advisers from the Local Authority and London Diocesan Board for schools had been circulated to governors upon

receipt by the Headteacher. A further visit was reported to be scheduled for 1 November 2018.

## **6. Headteacher's report**

6.1 Mrs Dyer gave a verbal update.

6.2 Quality of teaching, learning and assessment: It was reported that the quality of teaching had recently been monitored by methods including a maths learning walk and scrutiny of pupils' English books. The quality of teaching in the Early Years Foundation Stage had also been monitored. As the school wished to ensure high quality teaching and learning across a broad and balanced curriculum, as well as in core subjects, it had recently signed up to Google Classroom to support teaching of history and geography and had recently achieved a Quality Mark in geography. It was also reported that Mr Brickell had recently completed the Maths Mastery Specialist programme. Congratulations were extended to Mr Brickell.

6.3 Personal development, behaviour and welfare: It was reported that a recent meeting with parents and carers had focussed on the changes to the school's Behaviour Policy. The new policy had been circulated to parents for information and to seek feedback and would be discussed further at the November coffee morning. Feedback so far had been broadly positive. Some initial concerns had been expressed about lining up in the playground and how parents would get messages to teachers. It had been explained that parents who needed to speak with a teacher could go to the school office for this purpose.

6.4 Action taken to support a pupil who had lost a parent and to communicate with the school community on this matter (with the consent of the family) was described.

6.5 Copies of the school's Food Policy, Science Policy and Drugs Education Policy had been circulated prior to the meeting for information. It was reported that these were relevant to the school's aim to achieve the Gold Healthy Schools award (following on from having previously achieved the Bronze and Silver awards).

6.6 It was reported that the Secretary of State for Health and Social Care had recently visited the school and had joined pupils in running the Daily Mile. A video was showed to governors and was reported to have been posted on the school blog.

## **7. Bursar's report**

7.1 A written report had been circulated prior to the meeting. This included detail of petty cash claims for September 2018 and information regarding school income and expenditure as compared with projections. It was noted that Mr Cressy would in future attend meetings on a quarterly basis and when

significant new financial information (e.g. the proposed annual budget) was to be considered. The Headteacher presented the Bursar's report.

- 7.2 It was reported that there had still been no progress regarding the insurance payment for a long term staff absence. There was some discussion of sources of advice and input, of which some had been helpful and others significantly less so.
- 7.3 There was some discussion of recent premises improvements, which governors were invited to see.
- 7.4 There was some discussion of the financial challenges facing the school. These had been reported to the Trustees, who were keen to assist as far as possible. Although legal constraints regarding the purposes of Trustee spending were noted, Trustees were reportedly open to thinking creatively regarding the use of the building and to be keen to work more closely with the Governing Body on these matters. The Chair had been invited to attend a future meeting of the Trustees, in January 2019.

## **8. General governance matters**

- 8.1 Governing Body membership matters: It was reported that the process to fill the Deanery governor vacancy was ongoing. An update would be sought.

### **Action: Revd Buckle**

- 8.2 Governor link roles and SIP monitoring roles: A document setting out proposed Link Governors for the current year (including responsibilities for monitoring goals in the School Improvement Plan) had been circulated prior to the meeting. The proposed roles were AGREED, subject to the addition of Revd Buckle as a second Link Governor regarding RE and Statutory Inspection of Anglican and Methodist Schools, and subject to any changes requested by governors not present at this meeting.
- 8.3 Keeping Children Safe in Education: Governors present signed confirmation that they had read Parts 1 and 2 of the most recent version of the Department for Education's guidance on Keeping Children Safe in Education.
- 8.4 Governor training: It was understood that Ms Playford and Revd Duce had undertaken training since the previous meeting.

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

- 9.1 A number of documents had been circulated for reading prior to the meeting.
- 9.2 It was explained that the **School Self Evaluation** was a summary for the year 2017-18, for publication on the school website. This was subject to possible future amendment after the publication of the Ofsted Inspection Data Summary Report later in the Autumn term. The importance of the Self-Evaluation for monitoring purposes was noted. In response to QUESTIONS, it

was explained that the numerical grades 1-4 used related to Ofsted gradings. In most areas the school assessed itself as being 'good'. There was one area assessed as requiring improvement, which related to pupil outcomes in maths.

- 9.3 It was noted that the proposed **Teacher Pay Policy** followed the national pay structure and that the LDBS model policy was used.
- 9.4 It was reported that proposed **School term dates for 2019-2020** were in line with those for the Local Authority and noted that Easter in 2019 fell later than usual.
- 9.5 The **Safeguarding Policy** was reported to have been amended in line with new DfE guidance on Keeping Children Safe in Education.
- 9.6 Governors were reminded that the **Relationships and Sex Education Policy** had been reviewed in May 2018. This had been listed on the current agenda in anticipation of new national guidance but, although the consultation was now closed, conclusions had yet to be published. The policy would be brought back to a future meeting in the event that changes were required.
- 9.7 Mr Brickell and Mrs Camplin were reported to be responsible for documents setting out how the school spent **Sports Premium** and **Pupil Premium** funding, respectively.
- 9.8 It was reported that the drafting of the school's **Lockdown Policy** had taken into account recommendations from a variety of sources. A new intruder alarm system and related software had been installed and a drill was to be scheduled to test systems and procedures.
- 9.9 The policies and documents listed above were APPROVED unamended.

## **10. Any other business**

- 10.1 No further business was raised at this time.

## **11. Governing Body impact**

- 11.1 In line with good practice, the Governing Body considered the effectiveness/impact of this meeting, having regard to the key areas of focus for Governing Bodies.
- 11.2 With regard to **ensuring clarity of vision, ethos and strategic direction**, Link Governors had been assigned to monitor the School Improvement Plan and report back to the Governing Body regarding the progress being made on Key Priorities.
- 11.3 With regard to **holding the headteacher to account for the educational performance of the school and its pupils and the performance**

**management of staff**, the school Self-Evaluation had been reviewed and information regarding progress in Years 4.5 and 6 had been considered.

- 11.4 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 were to liaise more closely with the school's Trustees regarding ongoing financial challenges.

## **12. Confidential matters**

- 12.1 Governors were reminded that information relating to an identifiable member of staff and an identifiable pupil, mentioned as part of matters discussed earlier during this meeting, was personal data and should be treated as confidential.

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

- 12.2 No further confidential business was raised.

## **13. Close**

- 13.1 There being no further business, the meeting closed at 6.20pm.

### **Summary of action points**

<b>Action (and relevant section in minutes)</b>	<b>Owner</b>
Report back to November meeting re progress of appointment of Deanery governor (8.1)	Revd Buckle

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

Andrew Woodward (Print name)

29 November 2018 (Date)