

BURDETT-COUTTS AND TOWNSHEND FOUNDATION CE PRIMARY SCHOOL

MEETING OF THE GOVERNING BODY

Minutes of the meeting held on Thursday 19th September at 6pm

Present:

Mrs N Bowles
Mr S Brickell
Mrs S Butcher
Mr P Carrivick
Mrs R Dyer
Miss A Johnson
Ms L Playford
Mr W Walter

Apologies:

Mrs J Bates
Rev G Buckle

In attendance:

Mrs S Lee (Clerk)
Miss L Roberts (EYFS Leader)
Mr N Cressy (Bursar)

Meeting summary

Decisions Required

Election of Chair

Election of Vice Chair

Approval of Minutes

Agree SIP priorities for the year

Agree Governor Link roles

Approve the Governor Standing Orders

Approve SIAMS

Approval of Virtual Attendance

Updates

Head teacher's report

Chair's report

Bursar's report

GB Link reports

Diary dates

Next steps

Read the KCSIE 2019 document

SIAMS health check action plan

1. Opening prayer; Welcome and apologies

1.1 All present were welcomed to the meeting. A prayer was led by Mrs Dyer. Apologies from Rev G Buckle and Mrs J Bates. Mrs Dyer updated the governors about the school's communication with Mr Woodward's family following his untimely death during the summer holiday. A card and flowers were sent to his partner from the school and the church. Messages of condolences had been received from **Helen Ridding** (LDBS Primary School Adviser for Camden and Westminster) , **Shelley Duffy** (Principal Lead Adviser, School Standards Bi-borough Education Service) , **Graham Marinner** (LDBS Senior Adviser and Primary Adviser for Brent, Ealing, Hammersmith & Fulham, Hillingdon, Hounslow, Kensington & Chelsea, Richmond and Surrey) , **Jackie Saddington** (Bi-Borough Head of Governor Service)and **Ian Heggs** (Bi-Borough Director of Education) . Mrs Dyer said that she would inform governors about the funeral arrangements when they happen. The Governing Body expressed their heartfelt sympathies to Mr Woodward's family and partner. They acknowledged Mr Woodward's outstanding leadership as Chair and his contribution as a LDBS governor for 4 years.

2. Declaration of Interests

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

2.2 The pecuniary of interest forms for the year 2019-20 were completed by governors who were present at the meeting.

3. Election of Chair

3.1 Election of new chair. Mr P Carrivick elected as chair for 2019-20 following positive votes for the election of Mr Carrivick from the 7 governors present. The nomination was made by Ms Bowles and seconded by Ms Playford.

4. Election of Vice Chair

4.1 Election of new vice chairs. Ms Johnson (the nomination was made by Ms Bowles and seconded by Mr P Carrivick) and Ms Playford (the nomination was made by Ms Bowles and seconded by Mr P Carrivick) elected as vice chairs for 2019-20 following positive votes from the 7 governors present.

5. Minutes of previous meeting and matters arising

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

6. (Outgoing) Chair's and Vice Chair's reports

6.1 Mr Carrivick discussed the format for the Annual Governing Body report to the Parents. Due to the bereavement of the former Chair, the report had been cancelled for 2018-2019. It was noted that this is acceptable as the report is not statutory. Mr Carrivick explained that he intended to amend the format and introduce the headings of: Intent, Implementation and Impact of the governing body, in line with Ofsted.

Eg:
Intent

- The School Vision
- Celebrating strengths / achievements

Implementation

- Policies
- The Curriculum
- Curriculum weeks / days / themed events
- Governor visits to the school
- School trips

Impact

- Pupil Performance
- Transition and Secondary Schools
- School Awards
- Special guest / visitors to the school

6.2 Mr Carrivick and Mrs Dyer discussed the diary dates for the forthcoming year, the meeting in October is cancelled (in light of the meeting that is being organised with some governors with Coutts Bank) and the meeting on 14th November will be attended by Helen Ridding who will be delivering SIAMS training. The following meeting dates were **AGREED** by the governing body:

6pm, Thursday 14th November 2019 (SIAMS training)

6pm, Thursday 9th January 2020

6pm, Thursday 6th February 2020

6pm, Thursday 5th March 2020 (Budget planning meeting)

6pm, Thursday 26th March 2020 (Budget approval meeting)

6pm, Thursday 7th May 2020

6pm, Thursday 18th June 2020

6pm, Wednesday 1st July 2020

6.3 Mr Carrivick invited governors to attend a meeting, which will be held before the Trustees meeting on 17th October, to put together a bid for the school.

Action: Governors to contact Mr Carrivick if willing to attend this meeting.

6.4 Mr Carrivick explained that at the start of the academic year he would like to meet with governors individually to discuss the year ahead. Governors **AGREED** to this.

Action: Mr Carrivick to meet with governors individually.

7. Governors' training needs

7.1 Ms Playford commented that there needs to be a review of current training and volunteered to put together a list of training that governors have taken part in. Ms Bowles explained that the NGA offer online training which governors should sign up for and take part in. Some governors are attending the school's safeguarding training in October and Helen Ridding is attending the meeting in November to deliver training.

Action: Ms Playford to review governor training and inform governors at the next meeting the results of her review.

8. General governance matters

8.1 Mrs Dyer explained there is a vacancy for a PCC Foundation Governor and a vacancy for the LDBS Foundation Governor. The Clerk will contact the LDBS to discuss the LDBS Foundation Governor vacancy.

Action: Clerk to contact the LDBS about the Foundation Governor vacancy

8.2 There is currently a vacancy for a PCC Foundation governor. Mrs Dyer is liaising with Revd Buckle about this vacancy.

8.3 The vacancy for staff governor has been filled and Mr S Brickell will continue to be the staff governor.

8.4 The ICT user agreement will need to be discussed and signed by all governors at the next meeting.

Action: Clerk to organise ICT user agreement signing sheet.

8.5 Ms Bowles discussed the need for the standing orders to be amended in light of the discussion about the virtual attendance (see item 10).

Action: Standing orders to be amended and discussed at next meeting on 14th November.

8.6 Keeping Children Safe in Education: Statutory Guidance for schools and colleges (September 2019) document has been shared with governors and governors completed a signed confirmation that they had read the relevant sections.

8.7 Present governors **AGREED** to the Code of Conduct (available on Governor Hub) and signed to confirm their agreement to the Code of Conduct.

9. Governor Visits / Link governor updates etc

The following link governor roles were **AGREED** at the meeting:

9. 1 SEND and Looked After Children (LAC) link governor: Mr Walter to continue this role.

9.2 Safeguarding link governor: Ms A Johnson to take on this role this year.

9.3 Pupil Premium link governor: Mr P Carrivick to continue this role.

9.4 Sports Premium link governor: Mr P Carrivick to continue this role.

9.5 Governor Training link governor: Ms Playford to continue this role.

9.6 Health and Safety link governor: Mr Brickell to continue this role.

9.7 SIAMS link governor: Ms Playford to act as SIAMS link governor until new governors are elected then roles will be discussed again.

9.8 Equalities link governor: Ms A Johnson to take on this role this year.

10. Virtual Attendance

10.1 The use of virtual attendance has been **AGREED** by all the governors but the principles and parameters of its use are to be drafted by Ms Bowles and discussed at the next meeting by all governors.

Question: A question was asked by the Governing Body regarding whether Turn It On could help with the technology which would be used for virtual attendance.

Response: Mrs Dyer explained that she would investigate this.

Action: Ms Bowles to draft the principles which will underpin the use of virtual attendance and put on Governor Hub for review. To be agreed at the next meeting.

11. Bursar's report

11.1 Mr Cressy has amended the budget in light of the falling roll budget being removed. Mr Cressy and Mrs Dyer have attended meetings with Westminster to discuss the changes to the budget and to ask for money in advance.

Question: Governors asked if the reduction in staffing costs was the result of staffing redundancies.

Response: Mr Cressy explained that the reduction was a combination of redundancy and staff leaving the school for other jobs. For support staff, there were members of support staff that have reduced the hours that they work and some contracts came to the end during the summer.

Question: Governors asked if there is an allowance for pay roll increase.

Response: Mr Cressy explained that the school have planned for a 1% pay increase.

11.2 Mr Cressy explained that the deficit has been reduced to around £9,000 and that next year's budget needs to be looked at in terms of pupil numbers.

Question: Governors asked about the budget projection for the next three years and whether it is based on numbers being constant.

Response from Mr Cressy: he explained that this is the case.

A discussion took place about mobility and how this would impact on projections for pupil numbers and therefore budgets.

Mr Cressy explained that there are other sources of income which are being investigated including a meeting with the Trustees and Coutts Bank in October and that Mrs Dyer has written many bids and that some of those bids have been successful.

12. SIAMS

12.1 Mrs Dyer explained that the SIAMS training led by Helen Ridding will take place on 14th November. Governors **AGREED** to the SIAMS SEF document.

Question: No questions were asked about the SIAMS SEF.

Action: Ms Bowles to create a SIAMS crib sheet to support governors in their understanding of the SEF.

13. Headteacher's report

13.1 EYFS Miss Roberts, (EYFS Leader) shared information about EYFS and explained the way in which role play helps to develop communication skills. Miss Roberts shared examples of the role play areas that have been created in the EYFS in the past.

Question: A question was asked by a governor about how the baseline assessments currently work in school and the communication that parents have received regarding this. Continuing assessments as they move into Year One was also asked about.

Response from Miss Roberts: Miss Roberts explained that the school is taking part in the pilot baseline assessment this year. Mrs Dyer explained that the parents have the right to withdraw their children from the baseline assessments which are due to become statutory from September 2020. Miss Roberts explained that the assessments in Year One continue and some children make rapid progress and others need more support.

Question: It was asked by the governors where the children in the current Reception class came from in terms of the Nursery that they attended.

Response from Miss Roberts: Miss Roberts explained that the vast majority of the children come from the Nursery at Burdett-Coutts.

13.2 Monitoring by the LA & LDBS. Mrs Dyer explained that the school will not receive another inspection for at least four years. However, the LA have offered six days of training and support for this academic year. This will involve team teaching in English and outside English experts working with the English lead. It will also involve support for Maths with a learning walk being conducted.

13.3 SIP. Mrs Dyer explained the following changes to the SIP: there will be two new targets for the SIP this year, it was explained by Mrs Dyer that one of these targets will be related to SIAMS and the school vision and that the other will be linked to mental health and well-being. Mrs Dyer asked if governors would like to meet to discuss the SIP in the week after half term. Governors decided that this meeting should take place on 30th October at 6pm.

Action: Governors to attend the SIP meeting on 30th October

13.4 Pupil Performance. Mrs Dyer explained that progress has improved and that in Reading, Writing and Maths in Key Stage Two there have been improvements in closing the gap with the National. Mrs Dyer reported that KS1 is a strength across all subjects and in KS2 the Reading and SPAG results should be celebrated. Ms Bowles praised the work of the staff in increasing the attainment in the three separate subjects and the improvement in the progress of maths which was reported.

Question: The decrease in the writing attainment was asked about by governors.

Response: Mrs Dyer explained that moderation was conducted in EYFS in June and that writing moderation in Key Stage Two is likely to take place in June 2020 for the school.

Question: A governor asked how the moderation process works.

Response: Mrs Dyer explained that the school works with a cluster of schools to moderate writing, she explained that staff meet together and look at examples of writing and use the exemplification materials to support. Mrs Dyer also reported that moderation training is attended by staff which is led by the LA.

Action: Mrs Dyer to pass on thanks from Ms Bowles to the staff for the SATs results.

13.5 Safeguarding .Mrs Dyer invited governors to attend the Safeguarding training which will be held on **Friday 18th October between 9-12**. Mrs Dyer asked if governors were able to attend any class assemblies and governors were invited to sign if they were able to attend.

13.6 Grant applications. Mrs Dyer asked if any governors would be willing to help in completing bids and grant proposals for the school. Ms Bowles and Ms Johnson explained that they would be happy to proof read any bids which the school make.

13.7 Reading. In line with Ofsted research on decoding, as outlined in the EIF (Education Inspection Framework) Mrs Dyer explained that a letter is being sent home to Year 1 and 2 parents. Children will be sent home with a decoding book as well as a reading book. Ofsted expect all pupils to pass the Phonics test and a greater focus is being given to those pupils who do not pass the test.

13.8 School Garden. Mrs Dyer explained that Miss Matthey has written the next part of the garden bid and therefore more money should hopefully be sent to the school to continue to improve the garden.

13.9. Event. Mrs Dyer explained that herself and a number of senior members of staff attended a dinner at Dulwich College where one of the former pupils of the school now attends.

13.10 Publicity. Mrs Dyer reported this year's methods of advertising: leaflets, the Parliamentary Review and the Families South West magazine. Mrs Dyer thanked Ms Bowles and Mr Cressy for creating the format for the Reception Open day meetings. She also thanked Mrs Deary and the Parent School Association for distributing leaflets in the local area and outside Victoria station. Governors were given a copy of the Parliamentary Review publication. A coffee morning is being held by the school to share the news about the Parliamentary Review with parents,
(26.09.19).

Question: It was asked by governors how the Parliamentary Review was conducted and how the school came to be invited to be involved.

Response from Mrs Dyer: It was explained by Mrs Dyer that the school had been contacted by the organisation every year for the past three years. This year Mrs Dyer decided to take part in the Parliamentary Review this year as part of the school's efforts to increase pupil numbers.

7.45 Mr W Walter left the meeting.

14. Policies

14.1 Safeguarding Policy: The changes to the Safeguarding Policy were explained by Ms Bowles: up skirting is now a criminal offence and the language of the policy needed changing, the Safeguarding Board has been renamed and is now the Safeguarding Partnership. The Governing Body **AGREED** to the updates to the policy.

15. School Admissions 2019-2021

15.1 It was explained by Ms Bowles that the Admissions Policy needs to be completed a number of years in advance. The Schools' Adjudicator received correspondence from Mr Woodward and Mrs Dyer asking if the school could be changed to a single form entry school retrospectively for 2019-20. Ms Bowles explained that the governing body need to discuss the admissions policy for 2021-22 at the next meeting in November.

Question: A question was asked as to why the school does not have specific Nursery to Reception places.

Response from Ms Bowles: Explained that the LA allocates the Reception places and the school itself can allocate the Nursery places only.

16. Any other business

16.1 The governing body discussed the Pay Committee and who would be part of this year's pay committee: it was decided that Mr W Walter would continue and that additional members would be decided at the next meeting. It was discussed that the HTPM, Headteacher's Performance Management committee members also needs deciding. In light of the current vacancies, it was decided by the governing body that Mr P Carrivick is to email a list of potential members for these committees which will then be ratified at the next meeting.

Action: Mr P Carrivick to come to the November meeting with a list of members for the pay committee and the HT performance management committee.

16.2 Mrs Dyer expressed her thanks, on behalf of the governing body and school, for Ms Butcher's time at the school as a governor.

17. Governing Body impact

17. 1 Ensuring clarity of vision, ethos and strategic direction: **it was agreed that this had been achieved by the Governing Body through discussions about the budget for the future and deciding the roles of governors in terms of their link roles.**

17.2 Holding the Headteacher to account for the educational performance of the school and its pupils and the performance management of staff: **it was agreed by the Governing Body that this had been addressed through the Headteacher's report and questions which were asked about the data.**

17.3 Overseeing the financial performance of the school and making sure its money is well spent: **it was agreed by the governing body that this had been addresses through Mr Cressy's report which was delivered and questioned.**

18. Confidential matters

There were no confidential items discussed at this meeting.

Summary of action points

Action (and relevant section in minutes)	Owner
6.3 Contact Mr Carrivick about helping to write the bid to Coutts Bank with the Trustees	Governors
6.4 Governors to meet with Mr Carrivick	Mr P Carrivick
7.1 Governor training audit	Ms Playford
8.1 Inform the LDBS of the LDBS Foundation Governor Vacancy	Mrs Lee (Clerk)
8.4 All governors to sign the ICT user agreement	Mrs Lee (Clerk)
8.5 Standing Orders to be amended	Ms Bowles and Mrs Lee
10.1 Investigate, with Turn It On, possible technology which would be used for virtual attendance	Mrs Dyer
10.1 Virtual Attendance parameters of use to be drafted	Ms Bowles and Mrs Dyer
12.1 SIAMS crib sheet to provide guidance to governors	Ms Bowles and Mrs Dyer
13.3 SIP meeting 30 th October	Governors
13.4 Pass on thanks to the staff	Mrs Dyer
16.1 Inform governors of the members of the Pay Committee and HT Performance Management Committee	Mr P Carrivick

Approval of the minutes by the Chair

I, Philip Carrivick, 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, 19th September 2019 at 6:00pm.**

E- Signed as a correct record.

Date: 14 November 2019

Philip Carrivick,

Chair of the Governing Body

Burdett-Coutts and Townshend Church of England Primary School