

BURDETT-COUTTS AND TOWNSHEND FOUNDATION CE SCHOOL

Governing Body

Minutes of the meeting held on Thursday 14 September 2017 at 5.00pm

Present: Mrs N Bowles (Chair) Ms L Playford
Mr S Brickell Mrs E Siddall
Rev G Buckle Mr J Turpin
Mr P Carrivick Mr W Walter
Mrs R Dyer (Headteacher) Mr A Woodward (Vice Chair)

Apologies: Mrs S Butcher Mr C Drewson (Associate Member)

In attendance: Mr N Cressy (Bursar)
Mrs S Lee (Assistant Headteacher)
Mrs L McMullan (Deputy Headteacher)
Ms C Mehegan (Clerk)

1. Opening prayer; welcome and apologies

1.1 All present were welcomed to the meeting, which was opened with a prayer led by Rev Buckle. Apologies for absence were received from Mrs Butcher and Mr Drewson.

2. Declarations of interest

2.1 Governors updated and signed annual declaration of interest forms. No declarations of interest were made in any item on the current agenda.

3. Election of Chair 2017-18

3.1 The Clerk took the chair for this item. One nomination had been received prior to the meeting: Mrs Bowles stood for the role of Chair for the current year. A vote was taken and she was elected.

4. Election of Vice Chair 2017-18

4.1 Mrs Bowles took the chair. There had been no nominations for the role of Vice Chair prior to the meeting. Thanks were recorded to Rev Buckle for his service as Vice Chair in previous years. Mr Woodward was nominated and seconded for the role of Vice Chair for the current year and confirmed that he was willing to take on this role. A vote was taken and he was elected.

5. Minutes of meetings of 11 July 2017 and matters arising

5.1 The minutes of the final meeting of the Standards and Achievement Committee were AGREED as a correct record and were signed by the Chair.

5.2 Local Authority categorisation (Min 2.10) In response to a QUESTION, it was explained that the formal meeting to which reference was made in the minutes was internal to the LA and that the school's formal categorisation letter had yet to be received. A QUESTION was asked about the government consultation on Key Stage 1 testing. It was explained that no decision on testing at age seven had yet been published.

- 5.3 The minutes of the July meeting of the Governing Body were AGREED as a correct record and were signed by the Chair.
- 5.4 Research into website provision (Min 6.4) A QUESTION was asked about an action from the final Resources Committee meeting. It was confirmed that a report on research into website company provision was scheduled for the October meeting.
- 5.5 Reports to GB (Min 8.7) A QUESTION was asked about the focus of reporting to governors. It was explained that the Headteacher's report to the current meeting would focus on Year 6 and that more detail of the planned schedule would also be included in that report.
- 5.6 Liaison with local chairs/heads re funding issues and possible shared action (Min 4.2) In response to a QUESTION from a governor who had not been present at the July meeting, it was explained that an action related to liaison with St Barnabas' School because it was the only other local school affected by a falling roll. This was thought likely to be the effect of Pimlico Academy.
- 5.7 A QUESTION was asked regarding payment by the Local Authority for school meals provided to another school from its kitchens. It was reported that the £5,000 owed had still yet to be received but that the Bursar had found a way to address the issue. Subrogation allowed the school to withhold payment of sums it owed to the LA in other areas until such time as this sum was paid by the LA.
- 5.8 Authorisation of payment for new server (post-meeting via email) It was noted that, subsequent to the final Governing Body of 2016-17, but before the end of term, major IT difficulties had necessitated the upgrade of the school's server ahead of the previously identified schedule. The sum required had been approved by governors via email.
- 5.9 Governing Body effectiveness (Min 9.4 - 9.5) Governors were reminded of the review of Governing Body effectiveness which was due to be considered at the October meeting and requested to complete the questionnaires and Chair's 360-degree feedback review previously circulated to them if they had not already done so.
- 5.10 There were no further matters arising not otherwise on the agenda.

6. Chair's report

- 6.1 A written report had been circulated prior to the meeting. There was no formal Chair's action to report.
- 6.2 Governors' attention was drawn to the importance of training and the training available in the current term. It was AGREED that a library of useful documentation would be helpful and should be established.

Action: Clerk, Governors

- 6.3 It was reported that the Headteacher's performance review was scheduled to take place later in the Autumn term. An external adviser would be sought following the establishment of a review panel for the current year.

- 6.4 It was reported that the Trustees would be meeting in the current term and would discuss their appointment of a governor to the vacancy created by the end of Ms Szewczyk's term. Mr Drewson had been proposed as a candidate.

7. Headteacher's report

- 7.1 This being the first meeting of the academic year, Mrs Dyer provided a verbal report, with two tabled appendices: the Pupil Premium report and Sports Premium Action Plan.
- 7.2 Curriculum enrichment It was reported that a number of enrichment activities were planned for the current term, in addition to the core curriculum. For example, a sports day had just taken place, a Spanish day was imminent and there would be a focus next week on prayer and RE. The school had also developed plans to provide challenge to more able pupils, aided by the guidance of an expert from the National Association for Able Children in Education. In response to a QUESTION, it was explained that the NACE advice did not include any suggestions specifically targeted at more able disadvantaged pupils, but that many useful possibilities suitable for all able pupils had been raised.
- 7.3 Staffing matters It was reported that the school currently had a full complement of staff, i.e. 17 teaching staff (including two on one year fixed term contracts ending in August 2018) and 23 support staff.
- 7.4 Premises matters Information was provided on premises work undertaken during the Summer period, including some paid for with funding from the London Diocesan Board for Schools (LDBS). The new server had also been successfully installed.
- 7.5 Pupil Premium and Sports Premium Questions were invited on the Pupil Premium Report and Sports Premium Action Plan. There being none, these documents were APPROVED. It was noted that these documents would be uploaded to the school website, as per statutory requirements.
- 7.6 Reporting schedule It was intended that termly standards reports, covering all year groups, would be created by the Assistant Headteacher and would be included in the Headteacher's termly written reports to the Governing Body. At other GB meetings, verbal reports would include a focus on particular groups, as follows:
- September - Year 6
 - October - Key Stage 1
 - November - Early Years Foundation Stage (including baseline testing)
 - January - Years 3 and 4
 - February - Years 5 and 6.
- 7.7 Pupil outcomes Mrs Lee provided governors with information relating to the outcomes for Year 6 pupils in Summer 2017. These showed a clear picture of improvement since the previous year. The percentage of pupils meeting the expected level in Reading had increased significantly, as had the percentage meeting the expected level in Reading, Writing and Maths combined, bringing the school's results much closer to national results. There had been similarly significant increases in the percentage of pupils working at a greater depth in

Reading and Writing (and hence in all three areas combined). In response to a QUESTION, it was reported that the percentage working at a greater depth in Maths had decreased slightly, from 15% to 11%.

- 7.8 Areas for improvement It was reported that, based on a combination of pupil outcomes and NACE advice, it was intended that an increased focus be placed on handwriting, since fluently joined writing was a requirement to qualify as working at a greater depth, and that this year's Year 6 pupils should produce three pieces of extended writing in the current term. There would also be a target relating to Maths. In response to a QUESTION regarding spending of £4,000 on handwriting, it was explained that this included investment in a range of pens and pencils and in training for teaching and support staff.

[Clerk's note: Mr Carrivick joined the meeting at 5.40pm]

- 7.9 Inset schedule It was reported that In-Service Training for the year was scheduled as follows:
- December 2017 - staff meeting/community day
 - January 2018 - PE assessment and IT assessment
 - 25 May - Safeguarding (half day from 9am - governors welcome to attend)
 - June - Spiritual day lead by Rev Buckle.

- 7.10 Monitoring schedule It was reported that the Senior Leadership Team would be undertaking a weekly schedule of 'book looks' to monitor the quality of assessment and feedback and a number of 'learning walks', including a focus in the current term on Maths. Dates for monitoring by the Local Authority (LA) and LDBS had yet to be set.

- 7.11 Targeted support In response to a QUESTION, it was reported that the work undertaken with targeted groups of pupils during the Summer holiday period had been a success, resulting in improved relationships and the development of life skills and experiences. Thanks were extended to all staff involved. It was intended in future that this work be done closer to the end of the Summer term. It was further reported that work with 'booster groups' would begin within the next week. In response to a QUESTION, it was explained that, although no child was deemed 'unteachable', some would - for reasons outside of the control of the school - be unable to achieve the national expected level no matter what additional support was provided. The school wished what was best for its pupils, and pupils in this position had a separate programme of learning and could be disapplied from testing.

8. Bursar's report

- 8.1 A written report, including details of payroll amendments for August and September 2017 and petty cash for the period June - August 2017, had been circulated prior to the meeting. The written report did not include a full budgetary breakdown, which would be provided at the October meeting showing the first six months of the financial year in the Consistent Financial Reporting format (to be submitted also to the LA). It did show, however, that actual spending was some £10,500 under budget five months into the year. The key areas of variance were agency costs and staff costs, but this would change with the recent appointment of two members of staff who had

provided agency cover in the previous academic year and had been taken on full time from 1 September 2017.

- 8.2 It was reported that teaching staff pay rises of 1% from September were being put into place and that the payment for the new server (see paragraph 5.8, above) was due to be made in the next week from the school's financial reserves. The possibility of obtaining additional government funding for the server was being investigated.
- 8.3 It was reported that Sports Premium funding had increased significantly in the current year, with an additional £8,000 plus £5 per pupil being received. In response to a QUESTION, it was explained that this brought total Sports Premium funding to £18,600 for the year. Conversely, Pupil Premium funding was lower than had been anticipated due to the school's reduced number of pupils on roll. Precise figures for Pupil Premium funding would be available in October in the half year report.
- 8.4 It was reported that, as noted in paragraph 5.7, above, a £5,000 Local Authority debt to the school remained outstanding but that this could be offset against sums owed by the school to the LA.
- 8.5 It was explained that a sum of money previously withheld by the school due to unsatisfactory completion of the work on the playground surface would now be paid following rectification of the problem. This would be apparent in the September figures.
- 8.6 It was reported that the school hoped shortly to be able to have its financial audit signed off. The next audit was expected to take place in some three to four years.
- 8.7 A QUESTION was asked about the effect of changes to the national funding formula. It was explained that the school's reduced income was due to the falling number of pupils on roll and that funding per pupil had yet to change. It was noted that a recent statement from the Secretary of State for Education had promised that no school would 'lose money' due to the new formula.
- 8.8 Governors thanked Mr Cressy for his report.

9. Priorities for 2017-18

- 9.1 School Improvement Plan A draft School Improvement Plan had been created based upon the meeting held with governors in July 2017. The SIP would come to the October meeting for formal approval.
- 9.2 Governing Body year planner A draft planner for 2017-18 had been circulated prior to the meeting. It was noted that various amendments would be made following decisions made/information provided during this meeting and AGREED that the planner should include the proposed areas of focus for reporting at each meeting, as listed in the Headteacher's report.

10. Governors' training

- 10.1 There was some discussion of the likely usefulness of a governor skills audit. The Chair and Vice Chair would consider this further prior to the next meeting.

10.2 It was noted that training relating to understanding pupil data in the new Analyse School Performance system had been booked for November 2017. A QUESTION was asked about the length of the meeting if training preceded the regular agenda. It was thought that this should be workable provided that governors read papers in advance and came prepared.

10.3 It was recognised that link visits acted as a form of training, as they improved governors' knowledge of the school.

[Clerk's note: Mr Turpin left the meeting at 6.15pm]

12. Governance matters

12.1 Governing Body membership matters The expected appointment of a Trustee governor had been noted as part of the Chair's report. There were no other vacancies at this time.

12.2 Committee/panel membership and Terms of Reference It was AGREED that the Pay Committee would be composed of Mr Walter, Mr Woodward and Mr Carrivick and that it would meet in the summer term to monitor the staff appraisal process. It was AGREED that the Headteacher's appraisal would be undertaken by Rev Buckle, Mrs Bowles and Ms Playford. Some possible issues with the draft wording of the Pay Committee Terms of Reference were noted. It was AGREED that the ToRs for Committees/panels should be reviewed and updated versions come to the next meeting for agreement.

Action: NB

12.3 Link roles and SIP monitoring roles It was AGREED that Link roles and SIP monitoring roles would be considered at the next meeting, following formal approval of the School Improvement Plan.

12.4 Governing Body Standing Orders The Standing Orders previously in force had been circulated prior to the meeting. A number of minor amendments to procedures were proposed and it was AGREED that an updated version should come to the next meeting.

Action: Clerk

12.5 A QUESTION was asked about the reference in the Standing Orders to 'reciprocal arrangements with the governing body of St Gabriel's CE Schools whose governors may be called on if there are insufficient governors available from this school.'. No person present had any recollection of these arrangements being put into use. It was AGREED that contact should be made with the Chair of the Governing Body of St Gabriel's to discuss this point.

Action: NB

12.6 Governors' Code of Conduct It was AGREED that an amended Code of Conduct, in line with recent changes to the National Governance Association's model code, should be adopted. Governors signed copies of the Code to confirm their agreement to comply with its requirements.

13. Statutory policies/key documents

- 13.1 Teacher pay policy It was noted that the school's policy was based on the LDBS model policy and had been updated accordingly in line with national changes. In response to a QUESTION, it was confirmed that school managers were content with the policy as circulated and that no further changes were proposed. The policy was APPROVED unamended.
- 13.2 Appraisal policy There were no proposed changes to the school's appraisal policy, which was also APPROVED unamended. It was noted that the pay and appraisal policies would now be circulated to staff. In the event of any staff comments or suggestions, these would be brought to the Governing Body. In response to QUESTIONS, it was explained that monitoring of appraisal would be undertaken by the Pay Committee, that teaching staff appraisal was timed to fit with statutory timescales and that support staff appraisal was on a different timetable in order to make for a more even distribution of management workload.
- 13.3 Website compliance audit A document showing the conclusions of an audit of the school's website was noted. This showed areas which were in line with national guidance and some which were to be updated shortly (e.g. publication of the reports relating to spending of Pupil Premium and Sports Premium funding). There was some discussion of National Governance Association best practice recommendations. It was AGREED that the school's Exclusion Policy should be published on the website. A QUESTION was asked about tracking of website use. It was explained that the data available was partial and not thought to be reliable for reasons relating to the webcode used. It was not certain to what use such data might be put.

[Clerk's note: Rev Buckle left the meeting at 6.45pm]

- 13.4 Governors' Allowances Policy It was noted that the policy should be amended due to the fact that the Governing Body no longer had a Resources Committee. An updated policy would come to the next meeting.

Action: NB

14. Governor Visits / Link governor updates etc

- 14.1 No outstanding reports from 2016-17 were presented at this time.

15. Any other business

- 15.1 There being no further business, the meeting closed at 6.50pm.

Summary of action points

Action (and relevant section in minutes)	Owner
Develop library of useful documents (training etc) (6.2)	Clerk; Governors
Amend ToRs for Committees/panels (12.2)	NB
Amend Standing Orders (12.4)	Clerk

Liaise re position re panels and St Gabriel's governors (12.5)	NB
Amend Governors' Allowances Policy (inc removing references to Resources Committee) (13.4)	NB

Actions ongoing/outstanding from July meeting

Action (and relevant section in minutes)	Owner
Complete Chair's 360-degree feedback questionnaire and return to Clerk (9.4)	Governors not having already completed
Complete questionnaires re GB efficiency as basis for discussion in autumn term (9.5)	Governors not having already completed