



GOVERNING BODY 2015-16

Meeting 5– Minutes							
Date/Time:		30 th June 2016 at 18:30		Location:	School		
Attendees		Initials		Attendees	Initials		
LA		Co-opted					
vacancy				Katie Ljungdahl	KLj		
				Sabina Mangosi Regan	SMR	Chair	
Parent					Keren Menashe	KMe	
Katie Rodney Smith		KRS		Graham Webber	GWe		
Richard Leonard		RLe		Pam Mangat	PMa		
				Jamie Holloway	JHo		
Headteacher					Lorna Francis	LFr	
Darren Norman		DNo		John Grant	JGr		
Staff					Stephen Hyams	SHy	
Julie Smith		JSm	Staff governor				
Sarah Waight		SWa	Associate governor				
Laura Martin		LMa	KS2 leader				
BOLD = Absent							
					Total:	10	

Apologies	Initials	
Graham Webber	GWe	
Pam Mangat	PMa	

Also attended	Initials	
Jan Hopkins	JHop	Acting Clerk

No.	Item:	Owner
1.	WELCOME AND APOLOGIES FOR ABSENCE	Chair
	<p>The meeting began at 6.35pm with SMR welcoming those governors present to the meeting.</p> <p>SMR advised that apologies had been received from GWe and PMa.</p>	
2.	DECLARATIONS OF INTEREST	Chair
	There were no declarations of interest in respect of this agenda.	
3.	MINUTES OF THE PREVIOUS MEETING	Chair
	<p>There were no comments or observations on the minutes of the meeting held on 26th May 2016.</p> <p>The minutes were signed by the chair as an accurate record of the meeting and will be filed.</p> <p>A copy of the minutes will be posted on the school website.</p>	LTu
4.	MATTERS ARISING	Chair
	<p>The governors noted the update on actions from the previous meeting of 26th May 2016.</p> <p>4.2 Skills Audit SMR had received many skills audits back, from SHy, KMe, JGr, PMa and SWa. LFr will collate these and it will be reviewed again in September to identify any gaps. Ongoing. Action: LFr to collate</p> <p>4.4 DBS certificates Only PMa outstanding. This will be checked with Louise. Ongoing. Noted: PMa to complete in due course.</p> <p>4.7 Critical incident policy DNo has a Critical Incident Policy ready to circulate. The meeting was advised that there was not a different sounding bell for critical incidents. Ongoing Action: DNo to circulate policy.</p> <p style="text-align: center;"><i>(RLe joined the meeting at this point)</i></p> <p>4.8 Parent Mail This was almost complete. Governors are to be included and the meeting recommended that teachers and TAs should also be included. Ongoing</p>	<p>LFr</p> <p>PMa</p> <p>DNo</p>

	<p>Action: DNo</p> <p>[4.1] Self-evaluation for self-competency This has been done and submitted to Lorna. JSm needs to update and complete hers. Ongoing Action: JSm</p> <p>4.16 Subject link visits Action: Ongoing.</p> <p>4.21 Governors' attendance Action: Ongoing</p> <p>4.21 Terms of Reference Action: Ongoing</p> <p style="text-align: center;"><i>(KRS joined the meeting at this point)</i></p> <p>6. Head Teacher's Report</p> <p>Evacuations and lockdowns A whole school lock down rehearsal with Darrell is planned for the autumn. Ongoing Action: DNo</p> <p>Critical Incident Policy Action: Carry forward</p> <p>Library Update Done</p> <p>8. Committee Reports</p> <p>E&C</p> <p>Library Funding The meeting questioned whether Laura had applied for funding. Ongoing Action: LMa</p> <p>C&A</p> <p>SEND presentation Done.</p> <p>Access to Key Done.</p> <p>Vacant post of E&C Chair Done.</p>	<p>DNo</p> <p>JSm</p> <p>SHy/JHo/ KRS/SMR/KL j</p> <p>DNo</p> <p>DNo</p> <p>LMa</p>
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	<p>Ongoing vacancy for LA Governor Ongoing.</p> <p>6. School Assessment Policy Ongoing.</p> <p>7. School Development Plan Ongoing.</p> <p>8. F&R No longer relevant.</p> <p>10.1 Complaints Procedure Done</p> <p>10.6 Governors' Code of Conduct (revised) Done</p> <p>11.2 Register of Interests SMR had compiled a spreadsheet which she will circulate as a separate document and keep updated. Ongoing Action: SMR</p> <p>11.5 Government Academy Proposals There had been no communication from the LA. The meeting noted that the meeting for Chairs on this subject was being held tonight and that there is an AfC document in place. SMR queried whether JHop could forward to her any summary document from the locality school meeting of June 7th that took place at Sheen Mount, and which St Mary Mag's attended, as none had been forthcoming yet despite requests. Ongoing.</p> <p>11.6 Behaviour Policy This had been completed by DNo and will be circulated to all staff. GWe had put his name forward to join the Behaviour Policy Steering Group. Ongoing Action: DNo</p>	<p>SMR</p> <p>JHop</p> <p>DNo</p>
5.	GOVERNING BODY	Chair
	<p>Self-Assessment/Skills Audit Prior to the next full governing body meeting SMR will circulate an update. Ongoing Action: SMR</p> <p>E&C Committee Format There needs to be a minimum of three governors, plus two staff members (one from the SLT). This had been discussed at a</p>	SMR

	<p>recent PTA meeting and considered a good method for effective communication between parents and staff, with one class rep in rotation attending meetings to convey information back to the classes and take items to the committee.</p> <p>Action: Ongoing</p> <p>Co-Chairs <i>Finance & Resources Committee:</i> KRS as Chair, JHo and GWe as Co- Vice Chairs. <i>Engagement & Communication:</i> LFr and SHy as Co-Chairs, PMA as Vice Chair. <i>Achievement & Curriculum:</i> RLe as Chair, JGr as Vice Chair.</p> <p>An agenda outline for all committees had been reviewed and updated. SMR will circulate this to all chairs so they can see what topics should be covered but it was up to individual committees to tailor this as needed.</p> <p>Ongoing Action: SMR</p> <p>Staff Governor Update JSm is remaining as Staff Governor. SMR will notify AfC accordingly. Action: SMR</p> <p>Behaviour Policy Steering Group GWe is to join the Behaviour Steering Group. Ongoing</p> <p>Governors' Register of Interests This is in place. SMR will periodically update as necessary. Ongoing Action: SMR</p> <p>SHy's 'How to challenge effectively' Course Report SHy had attended this course which focused on minuting challenge for a clear audit trail and being strategic. The Ofsted file was mentioned on the course, which Louise has. The meeting noted that the Head's report is a governors' report. SHy advised that it was good practice to ask what you have achieved after each governors' meeting which could be an occasional one-hour meeting to discuss governor effectiveness, strategic planning etc. It was acknowledged that self-evaluation slips through the net as it merges with the Skills Audit. SMR said that the Skills Audit Review would be in September so governors could do more self-evaluation at that point. The meeting noted the difficulties of looking at the SDP in the meeting as it was so long, and SMR noted that the traffic light system to be included in the updated SDP will help strategically. LTu will upload SHy's report onto the website.</p> <p>SMR has an induction checklist which she will pick up in September as there are so many new governors, and will include</p>	<p>SMR</p> <p>SMR</p> <p>SMR</p> <p>LTu</p>
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	<p>buddying new governors with a more experienced one. Action: SMR and LTu to put a tab on the school website as a reference as to what happens next when you start as a new governor.</p> <p>CPD Training AfC courses should be announced in July and governors were encouraged to sign up to attend any they thought would be of value.</p> <p>SMR asked if two more governors would volunteer to attend the Performance Management course in September, and SHy said he would attend.</p> <p>Ongoing Action: All governors</p> <p>Pay Committee Meeting This meeting would be held on 13 July 2016. Attendees would be SMR, KRS and GWe. SHy was invited to join and he agreed. Ongoing</p> <p>Complaints SMR extended thanks to SHy, JGr and GWe as the panel of governors who very effectively carried out the investigation of the recent bullying complaint. Thanks were also extended to the SLT. There had been no feedback from the parents involved and governors had made recommendations that are being taken.</p>	<p>SMR/LTu</p> <p>All governors</p>
6.	HEAD TEACHER'S REPORT	DNo
	<p>This had not previously been circulated. The current school role is down slightly at 192. Another four children will be leaving before the September start due to family relocations: three from Reception and one from Year 1. A further Year 1 child intending to join the private education sector had deferred leaving for another year. There are more children on the waiting lists for Years 2 and 3. 43.8% of children were currently EAL.</p> <p>The Heads' Forum had discussed a new way of reading EAL children's language so that the end of September census would show a change in the method of grading language from 1-4 to A-E. Teachers will be assessing language in the first month. Governors noted that children are considered EAL if parents are foreign, even if the child is not. It was also noted that EAL attracts additional funding.</p> <p>Academically More Able (AMA) The meeting noted that there are faults with the way pupils are tracked. Teachers compile a comprehensive list of children gifted in certain areas but when a whole school analysis is carried out they cannot be separated out. It was also noted that 11% of pupils were AMA though this may change when compared to the national average, the data for which will be</p>	

	<p>available in the summer. The data will be analysed in relation to, for example, Pupil Premium.</p> <p>Attendance Attendance is 95.8% which is below the target of 96%. Persistent absenteeism is currently 8.8% carried over from the autumn, with many children having illnesses. There are currently 37 Pupil Premium children, ie 19.3%. The meeting noted that any requests for absence now go straight to the Head first. There appears to be a correlation between EAL children and absenteeism. Governors suggested that possibly someone revered in a particular culture could come into school to speak about the important of attendance, however it was suggested that someone from the LA might be able to do this. It was noted that an official, enveloped letter sent home regarding attendance was more effective than an un-enveloped circular letter so this would be done in future. Governors also felt that the importance of attendance should be reinforced to parents at the beginning of the school year.</p> <p>Governors thought EAL parents might be able to assist with setting up a bank of core expectations on the website translated into 5-6 languages so parents could click on their respective language.</p> <p>Staffing Update David Colenso, Deputy Head at Heathfield Junior School, will be meeting with DNo next week.</p> <p>The meeting felt that parents needed to know about the forthcoming teacher share to ensure confidence in communication and consistency. Maria would do core subjects in the morning and Anna would do afternoons, with Maria coming back at the end of each day. Both would do INSET training. SWa and DNo will mentor them.</p> <p>Appraisals The Head's appraisal was awaited before considering targets for next year. Reviews will be considered in the next week. Currently looking at new ways of compiling what teachers do during the year to feed into one appraisal document.</p> <p>CPD Budgets were being reduced next year so there will be a lot of in-house triads, with two TA's and one teacher for example, thinking/planning what needs to be covered. Everyone will be separated out into teams. SPARK credits will continue, pushing people on. Still looking at science and reading.</p> <p>Data reported to the LA and DfE regarding Years 2 and 6 are above what the LA sent out. Phonics screening test good although 4 pupils did not pass, so 86% (76.6% for Reception). These are all upward trends.</p>	<p>DNo/SWa</p>
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	<p>SEF/SDP These were still being updated. Action: Ongoing</p> <p>Health & Safety There had been two reportable accidents since the last meeting: one pupil had hit their ear and one had fallen on their face.</p> <p>There had been a fire drill when DNo was away. Sonia had advised that during the drill the behaviour had been very poor, with high noise levels (all except Reception) and people going back into school after the drill before they had been told to. Two more drills were planned: one during the day and another after school to see the effect on the after school clubs, with pupils being spoken to beforehand so they were aware of expectations.</p> <p>Safeguarding Audit This will include details from serious case reviews provided by Michelle Robbins (an education consultant used by the LA) and fed into staff meetings at least once a term. It was noted that Michelle had also advised on the system for governors to monitor risk assessment, and for safeguarding governors to monitor. Action: All governors to read Keeping Children Safe in Education (Part 1).</p> <p>Behaviour Since the last meeting there had been no reportable incidents but one exclusion. Behaviour had started to be logged electronically. Since May there had been 14 severe incidents (where pupils were sent to DNo), ie anyone intending to cause harm or damage, 15 high level disruptions (where pupils are sent to another classroom), and 6 low level disruptions (where pupils get a warning/have time out). A governor asked if there were patterns to the behavior and it was noted that issues such as the specific class involved, why children were being disruptive, whether the home environment was good, as well as the age of the pupil, were all considered to place incidents in context. It was noted that it was not always the same few children and parents have to sign a slip.</p> <p>The exclusion occurred because the child's behaviour had not changed and there had been no obvious context for it; the school has a duty to protect other children. The meeting noted the positive way that the aggressor had been dealt with but asked about the victim. It was noted that bullies are not persecuted and that the new Behaviour Policy gives more support to the victim.</p> <p>SMR noted that some policies on the website were out of date and some were no longer applicable and suggested a website audit be carried out to ensure that it contained only up to date</p>	<p>DNo</p> <p>All governors</p>
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	and relevant documents. SHy will compile a policy checklist again and send to SMR. Action: SHy	SHy
7.	SCHOOL DEVELOPMENT PLAN	Chair
	SMR encouraged all governors to read through the SDP over the summer. DNo will incorporate the traffic light system and it will then be revisited in September. Action: All governors	All governors
8.	COMMITTEE REPORTS	Chair
	<p><u>Engagement and Communication Committee</u> 108 replies had been received to the closed parent questionnaire, which provided all the information needed. Two governors were now required to volunteer to look at the feedback summary and draft a one-page document from the detailed comments which governors can review at the beginning of the new academic year. This will then feed into the E&C Committee and SDP, ensuring governors and the SLT are engaging properly and delivering. RLe and SHy agreed to do this. Ongoing Action: RLe and SHy</p> <p><u>Curriculum and Achievement Committee</u> The report for this committee will take place in a couple of weeks.</p> <p><u>Finance and Resources Committee</u> The committee had agreed the final budget plan which governors approved.</p> <p>The Safeguarding Policy requires updating in line with the DfE document Keeping Children Safe in Education. There was also a need for a Safer Recruitment Policy. Both of these policies will come to the full governing body meeting in September. Ongoing Action: KRS/GWe</p> <p><u>Behaviour Policy</u> This had not yet been circulated for review but would come to the full governing body meeting in September. Ongoing Action: KRS/GWe</p> <p><u>Data Protection Policy</u> This had been newly put in place. The committee had approved this policy and the full governing body was asked to ratify it, which they did.</p> <p><u>The Business Continuity and Data Plan</u> This was ratified.</p>	<p>RLe/Shy</p> <p>RLe</p> <p>KRS/GWe</p> <p>KRS/GWe</p>

	<p>Assessment Policy This was on the website and will be reviewed by the Curriculum & Achievement Committee and come to the full governing body meeting in September.</p> <p>Ongoing Action: RLe</p> <p>Marking and Feedback Policy This will come to the full governing body meeting in September.</p> <p>Ongoing Action: RLe</p>	<p>RLe</p> <p>RLe</p>
9.	GOVERNOR LINK VISITS	Chair
	<p><u>Science</u> RLe, KRS and JGr conducted a link visit during Science week, a cross fertilization between year groups. All pupils had been excited, and it had been good that there had been a theme.</p> <p><u>Computing</u> SHy had had a provisional meeting with Chris and would go back at a later date. It was early days with the New Curriculum and Chris is doing a 360 degree view to identify gaps. It was noted that it was difficult for pupils to do coding when they had not mastered basic keyboard skills.</p> <p><u>Maths</u> KRS had had a chat with Rachel but would do more on July 13th with SHy.</p> <p>A future link visit is planned by SMR and KLj in Humanities.</p>	KRS
10.	ANY OTHER BUSINESS	Chair
	<ol style="list-style-type: none"> 1. Governors were advised to email Lisa if they would like to go to the performance next Wednesday or Thursday at 7pm. 2. <i>INSET days</i>: DNo will circulate in tomorrow's bulletin and put them on the website. 3. <i>Staff and governor drinks</i>: This was moved from 7.30pm to 8pm on Tuesday 12th July at The Greyhound. 4. <i>Assessment Policy and Presentation</i>: This was on the website, with manual and slides. It had been communicated via the PTA FB page. It will be flagged again in the bulletin. 5. <i>Succession planning</i>: SMR will carry on as Chair for another year but will delegate more to the governing body in order to spread the workload and give ownership, for example the policy schedule. 6. KLj will cease to be a governor in September, with the Curriculum & Achievement meeting being the last meeting 	<p>All governors</p> <p>DNo</p> <p>All governors</p> <p>SMR</p>

	<p>she will attend. She will, however, be staying on to help out with the library. SMR thanked her for her valuable contribution and noted that she will be missed.</p> <p style="text-align: center;">The meeting ended at 8.20pm.</p>	
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Details of next meeting:

Date/Time:	Thursday 21 st September 2016 at 18:30	Location:	School
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Signed:

Date: