



HAPPY to learn **PROUD** to succeed

**Minutes of the Meeting of the Board of Governors held on Wednesday
5th July 2017 at 7pm at the school**

Present : Ray Humby (Chair)
Diana Anthony
Liz Bromfield
Neil Coleman
Anita Edmunds
Natasha Peto (Left at 8.20pm)
John Walker
Mike Wooderson
Susan Johnson (Clerk)

In Attendance : Anne Simpson (Acting Head Teacher)
John Cliff (Spring Partnership Trust)
Jo O’Leary (Acting Deputy Head Teacher)

1. Apologies for Absence	
	RH opened the meeting by welcoming John Cliff from The Spring Partnership Trust (TSPT). Apologies were accepted from Mandy Rush (Head Teacher) and Jo Brinkley (TSPT).
2. Declarations of Interest (Pecuniary & Business)	
	No changes in relation to interests were declared.
3. Minutes & Matters Arising	
	<p>3.1. The minutes of the previous meeting were circulated prior to the meeting. A governor requested an amendment in the last paragraph of section 6 (Chairman’s Report – Ofsted) to replace “so efficient” with effective. The amendment was made manually and all agreed that the minutes should be signed as a accurate record of the meeting held on the 15th March 2017. The Chair signed the minutes.</p> <p>3.2. The following Matters Arising from the meeting (not covered elsewhere in the agenda) were raised :</p> <p>TSPT – It was confirmed that Head Teacher’s Forums are now taking place fortnightly. The request for an organogram had been actioned but not with the detail hoped for, the governor who had originally made the request stated that they are not expecting it to be forthcoming. No further updates on the changes to school financial management could be provided although it was expecting that an IT review proposed by the trust may result in more changes being confirmed.</p> <p>Governing Body versus Local Committee – this was discussed but it was agreed unlikely that the trust would confirm that one or the other was to be adopted across the trust due to the differing opinions.</p>

	<p>Behaviour – JO confirmed that the transfer to Harris Academy Orpington outlined at the last meeting had been successful.</p> <p>Edubase – Concerns were reiterated in relation to personal data and also the fact that the school is shown to not have governors. A query was also raised as to whether any High Court judgement had been made on the subject. SJ agreed to confirm the details shown on the database and check if any court decisions had been published. <i>(Post meeting note – SJ confirmed to governors that only name, term of office and appointing body were shown on the database that could be accessed by the public. Other information collected was held securely by the Dfe in order to identify individuals – with the exception of the Chair’s email address which may be used to send information. No court decisions could be found).</i></p> <p>EAL – It was agreed that the continued issue of resources in this area be carried forward for future agendas.</p> <p>Governor Visits – LB confirmed that there had been no Governor Visits this term but that she had attended the TSPT Curriculum Review Meeting which had been very useful and the findings had been generally positive. A significant focus had been highlighted in relation to values and extracurricular activities.</p> <p>Term Dates Consultation – The proposal has been put to staff that a week be taken from the summer holidays in 2018 and added to the Autumn half term across the trust schools. The consultation end date is 7th July 2017. A staff governor mentioned that some staff had suggested that they would prefer an extra week added to the Christmas holidays rather than the half term. It was stated that the proposal was likely to be in line with other local schools as some have already adopted a two week Autumn half term.</p> <p>Admissions Policy – It was confirmed that the amendment that the trust had been requested to make related to the children of staff. No update has been received.</p> <p>Building Work Update JW attended a meeting with all the relevant parties involved in the build. The contract is valued at £3.6m and is based on modular construction. The health and safety has been considered significantly and a “robust” plan has been created which segregates areas during the building work. The kitchen/offices/ hall and temporary accommodation are planned to be completed in 2017 with the new classrooms and landscaping scheduled for 2018. JW confirmed that the plan appears workable. Monthly meetings will be held with the contractor which Ann Cluett and Jim Champion will attend (governors can be called upon if required). A design workshop is also planned with the school. It was suggested that a timetable of where all classes may be at one time be used in order to ensure that the design includes all requirements.</p> <p>JW added that a letter will be delivered to residents in order to notify them in advance of significant deliveries/work that may impact them and the police will be involved at significant stages (e.g. crane arrival etc.).</p> <p>Simon Goodburn (Amey Community Ltd) is the project manager. The temporary classrooms are due mid August. The start date for works is 17th July (asbestos removal needs to be completed first).</p>	SJ
5.	Chairman’s Report (Agenda order changed)	
	<p>The Chairman’s Report was circulated prior to the meeting. RH stated that a complaint had been received from a parent (since the report was written) and was ongoing.</p> <p>GB Membership – RH stated that an ex colleague of LB’s had expressed an interest in becoming a governor. She has met with RH, JW and MR. It was recommended that she be co-opted for the future. LB is currently doing the majority of the Governor Visits and an additional governor would enable the workload to be shared. JC stepping down as a</p>	

	<p>governor had also resulted in one less governor. All voted in favour of co-opting Helen Knowd at the September meeting (LB abstained). Helen will be invited to the next Governors meeting.</p> <p>RH added that he suggested that LB be added to the Head Teachers Performance Management Review for 2017/18.</p> <p>RH stated that as he had previously mentioned he would stand down as Chair of Governors at the end of this academic year (he will remain in post until a replacement is voted in at the meeting in September). JW confirmed that he is willing to be Chair and LB is willing to be Vice Chair. RH will remain as a governor at the request of JW, LB and MR. The vote for Chair will take place at the meeting in September. It was reiterated that anyone (with the exception of staff) can nominate themselves or another and that all nominations should be sent to the clerk.</p> <p>All wished to extend a vote of thanks to RH for all his hard work as Chair of Governors.</p> <p>Parent Questionnaire – The results of the Parent Questionnaire conducted at parents evening were circulated prior to the meeting. RH confirmed that overall the responses had been good. A governor raised the response regarding online information relating to progress and stated that some children were starting to use Class Dojo and were very engaged with it. Class Dojo – “connects teachers with students and parents to build amazing classroom communities”.</p> <p>Concern was raised in relation to comments made regarding lunchtime safety. A governor stated that the ratio’s at lunchtime were higher than required and that maybe parents were not aware of all the safeguarding provisions in place. The Haven was mentioned but it was raised that parents may not be aware of its existence.</p> <p>Clubs were also raised in the survey responses. A governor queried this as they understood that the review carried out by TSPT had included a long list of clubs. It was stated that a large number of the activities/clubs listed may have been during school hours. Parents interest in clubs may be more in relation to an extended school day.</p> <p>It was suggested that a letter from governors or more information in newsletters could perhaps ensure that parents were more aware of safeguarding interventions and activities within the school.</p> <p>Mandy Rush – RH stated that Mandy was off sick and was seriously ill, there was no confirmation of how long she may remain off sick.</p> <p>Standards and Testing Agency (STA) – RH notified governors that the STA had carried out an investigation into the administration of the Year 6 SATS tests and as a result the results have been suppressed. A hard copy letter was issued to parents to notify them and a press release has also been published. The investigation continues and therefore the subject could not be discussed further at this meeting. Any update will be communicated as necessary. It was agreed that this was an operational issue and it should be put to the next GB meeting as to how any strategic changes should be made going forward following outcomes of the investigation by TSPT.</p>	SJ
4.	Committee Reports	
	<p>4.1. Monitoring & Curriculum Meeting – The unadopted minutes of the last meeting (09.05.17) were circulated prior to this meeting. Attendance, E-Safety and Race Equality Policies had been agreed with no changes. The need for a Social Media Policy had been raised and this action was carried forward.</p>	AS/SJ

	<p>4.2. Resources Committee – The unadopted minutes of the last meeting (08.06.17) were circulated prior to the meeting. It was agreed at the meeting that the Lettings & Charging Policy needs to have safeguarding added and the Security Policy is currently under review. The Confidentiality Policy and the Staff Code of Conduct were agreed with no changes.</p> <p>A governor raised the suggestion that an ICT trolley should be purchased. It was stated that the current problems require infrastructure changes in order to enable pupils and admin staff to work simultaneously as one server is not sufficient. It was mentioned that this subject should be considered by operational staff but also that the IT audit proposed by TSPT and the building work may resolve some of the issues.</p> <p>The surplus in the budget was queried and it was confirmed that since the Resources Committee meeting TSPT had set a balanced budget and therefore there was no surplus. The balanced budget has been accepted by TSPT, however it was confirmed that despite no surplus being recorded needs can be applied for.</p> <p>Police Update – RH contacted the police regarding the concerns regarding the large windows at the front of the school. RH had been told that the DfE considers that the risk to Schools to be on the low side of low. A document is to be provided to RH entitled “Hostile Vehicle Mitigation”. A governor raised the issues that had recently occurred in relation to the pedestrian gate and requested that the new build work considers this issue. It was confirmed that CCTV is not currently where it is needed. It was agreed that any design meetings regarding the build must include safeguarding. It was also stated that TSPT are to carry out a safeguarding audit to implement consistency across the trust.</p>	AS/SJ
6.	Head Teacher’s Report	
	<p>A Behaviour Review and an Attendance Report were circulated prior to the meeting. At the meeting Safeguarding Information and Pupil Data update were provided. An updated SDP and SEF were not available. A Sports Grant update was also not available but AS suggested that the website was due to be updated.</p> <p>RH expressed his thanks to AS for providing the reports in MR’s absence. Jane Costin was also thanked for her work and reporting.</p> <p>Safeguarding JC stated that he had been on an excellent course for Safeguarding Leads and Head Teacher’s. He added that the aim was to provide a similar course for staff across the trust.</p> <p>A governor raised the issue of the Safeguarding Lead position in MR’s absence. It was confirmed that Jane Costin was currently the Safeguarding Lead. It was suggested that it may be useful for Jane to attending meetings in the future due to her detailed knowledge.</p> <p>A governor queried the reference to Special Guardianship and it was clarified as when a family member is the official guardian of a child. It was agreed that all initials should be removed from future reports in order to avoid children being identified. The opportunity was given for further questions in relation to the reports. All agreed that the reports were very clear and concise.</p> <p><i>(NP left the meeting at 8.20pm)</i></p> <p>Attendance AS explained that the attendance dip in June was partly due to a sickness bug and also term time holidays. Although holidays were not being authorised they were still taken. It was agreed that a consistent approach is needed across the trust. A governor enquired as to when leave would be authorised during term time; examples were stated as funerals, doctors/hospital appointments etc. that would be authorised but that sight of letters would be asked for in relation to appointments.</p>	

	<p>The intention to fine parents was raised and it was queried as to whether this could be endorsed by the Governing Body. The newsletter was suggested as a way of reminding parents, perhaps at the start of the new school year. JO suggested speaking to other schools within the trust to ask how they are dealing with this issue.</p> <p>Pupil Data AS explained that the KS2 outcomes were based on teacher assessments as there will be no SATS results. Ofsted recently judged the teachers assessments as being accurate. KS1 is based on the SATS results. Reading is below the national average but Writing and Maths are good. The EYFS data is shown on a 3 year cycle.</p> <p>Behaviour It was stated that a pupil in year 3 was at risk of exclusion but that intervention has resulting in them attending currently. This is a complex case and the school is working with the local authority to get the right provision.</p> <p>A governor asked what caused a “warning” to be issued. It was confirmed that they are based on classroom rules and can be for things such as calling out or not following instructions. It was queried as to whether the numbers for the term were normal/average and it was confirmed that they were. It was added that the high number of children with SEN in years 3 and 5 should be taken into account. The pupil in year 5 who had lost 3.5 days when the report was written has since lost another 5 days. It was queried as to whether younger children were influenced by bad behavior and it was stated that that had not been the case although the younger children were aware of it.</p> <p>Thanks were expressed to JO for her work and reporting. A request was made for the data regarding the transfer to other provisions and exclusions be provided at the next meeting.</p>	<p>JO/AS</p> <p>JO</p>
7.	Policy Reviews	
	Appraisal & Pay policies are now trustwide. All other policies due for review in the summer term were agreed by the relevant committee (See 4.1. & 4.2.) and confirmed by the GB.	
8.	A.O.B.	
	None raised.	
9.	Date of Next Meeting	
	The next meeting will be held on the 13th September at 7pm at the school.	

All business being concluded, the meeting was declared closed at 8.40pm.

Signature of Chairman

Date

Documents Circulated Prior to the Meeting

Minutes of the GB Meeting held on the 15th March 2017.

Minutes of the M&C Committee Meeting held on the 9th May 2017.

Minutes of the Resources Committee Meeting held on the 8th June 2017.

Chairman's Report

Parent Survey

LPS Final Budget 2016/17

Governor Report on Attendance 05.09.16 – 30.06.17.

Behaviour Review Summer 2017

Documents Circulated at the Meeting

KS1-2 Results Data – SPT 2017

Safeguarding Report Summer 2017

TPST Letter to parents dated 03.07.17 re Year 6 SATS

Press Release re Year 6 SATS