

Charles Dickens Primary School
Minutes of the governing body meeting
Thursday, 28th February, 2017 at 6.00 pm

Governors Present: Claire Maugham (Chair), Malcolm Booth, Cassie Buchanan (Headteacher), Daniel Efunnuga, Michael Eggleton, Carolyn Forsyth, Emma Gleadhill, Simon Gleadhill, Ran Holst, Matthew Harris, Laura Johnson, David Moore, Jemima Rhys-Evans, Rebecca Kaloo, Linda Taylor, Miaomiao Yu.

Clerk: Carrie Fentum

The meeting started at 6.00 pm and was quorate.

PART I

New governors Daniel Efunnuga, Simon Gleadhill, Ran Holst and Miaomiao Yu were welcomed to the meeting and introductions were made.

Condolences were expressed for Shulamit Ambalu following her recent bereavement.

Congratulations were expressed to Matthew Harris for the birth of his daughter.

1 Apologies for Absence

Apologies for absence were received and accepted from Shulamit Ambalu, Andrew Mayer and Zoe Lillitos

2 Declarations of Interest in the agenda

There were no declarations of interest in any items on the agenda

3 Minutes of the governing body meeting on Thursday, 8th December, 2016 and Minutes of the extraordinary meeting held on 17th January 2017

3.1 Approval of the minutes

The minutes of the meeting held on Thursday, 8th December, 2016 were agreed as an accurate record of the meeting and signed by the chair.

The minutes of the extraordinary meeting held on 17th January 2017 were agreed as an accurate record of the meeting and signed by the chair.

3.2 Matters Arising from the meeting of 8th December, 2016

Item 5.2 – Link Governors

The Chair reported that she had met with the headteacher to map the work of the governors with the school improvement plan

Item 7- Smoke Free Policy

It was reported that following legal advice the reference to a specified distance from the school had been included in the policy

Item 8- RULER programme

It was noted that the 360' appraisal for committee chairs is planned but has not yet taken place.

There were no further matters arising not appearing elsewhere on the agenda

Matters Arising from the meeting of 17th January 2017

An update on the items discussed was given.

It was noted that the school had received some pro bono legal advice regarding the schools obligations to the kitchen staff.

The result of that advice was that the staff could be made redundant but it was advised to confirm this with the local authority. The reason for this was because it would be important to have their backing in the event of any issues or disputes.

The Southwark legal team had not been sure but had given risk adverse advice and said that there should be a TUPE for the staff.

It was noted that as many governors had expressed concern for those employees and the fact that it did not put the school in a materially worse position, this was a favourable solution.

The original contractor had been unable to TUPE the staff. Another contractor, Harbour and Jones were able to, and were in the process of revising their quote on that basis.

There were no further matters arising not appearing elsewhere on the agenda

- 3.3 Confidential item: Chair's report on investigation under governors' Code of Conduct**
See Confidential minutes

4 Governing Body

4.1 Governing body membership and vacancies

It was noted that Nik Nicol had resigned as a governor and following his resignation there was a vacancy for a parent governor. As an election had been held within the last few weeks, governors considered whether to appoint the candidate who had received the next highest number of votes.

Daniel Efunnuga left the meeting

It was noted that the vote in the parent governor election had been very close. As the election was so recent and one of the successful candidates had resigned, it was agreed that a new election should not be held and that the candidate with the next highest number of votes should be elected. Governors agreed that as Daniel Efunnuga had received the next highest number of votes he should be appointed as parent governor.

Daniel Efunnuga re-joined the meeting and was welcomed as the new parent governor.

The headteacher requested that all new governors send a head and shoulders photograph and a brief biography to her for the school website.

4.2 Governing body meeting attendance

The report on governor attendance had been circulated prior to the meeting. It was noted that Carolyn Forsyth had send apologies to the meeting on 8th December 2016. The apologies were accepted.

The report was received.

4.3 Governor Training and Development

Rebecca Kaloo reported that she had attended training on Effective Finances for Schools and that this had provided

- an understanding of finances,
- a value for money mind-set,
- an understanding of the tools available for looking at the finances
- an understanding of resource planning.

The clerk undertook to ensure that new governors are sent details of the training that is available.

Governors asked about access to the NGA website. The bursar undertook to circulate the login detail to all governors.

5 Committees

5.1 Committee membership

The following appointments to committees were made

- Miaomiao Yu was appointed to Curriculum and Standards Committee and Children, Families and Community Committee
- Claire Maugham was appointed to the Headteacher's Performance management committee.
- Carolyn Forsyth was appointed to Children, Families and Community Committee.
- Jemima Rhys-Evans was appointed to Curriculum and Standards Committee.
- Michael Eggleton was appointed to Curriculum and Standards Committee and Children, Families and Community Committee
- Rebecca Kaloo was appointed to Curriculum and Standards Committee and Resources Committee
- Daniel Efunnuga was appointed to Curriculum and Standards committee
- Ran Holst was appointed to Resources Committee and Children, Families and Community Committee
- Simon Gleadhill was appointed to Resources committee

Laura Johnson was appointed as the Link governor for Southwark Governors Association

It was agreed to delete the link governor role for assessment

5.2 Committee meeting attendance

A report on committee meeting attendance had been circulated prior to the meeting and was received

5.3 Committee meeting minutes

Governors received the minutes of the following committee meetings which had been circulated prior to the meeting:

Curriculum & Standards Committee held on Wednesday, 25th January, 2017

The minutes were received.

Children, Families & Community Committee held on Wednesday 1st February , 2017

It was reported that following the peer review of the school it had been suggested that the school needed to have a more embracing mission statement which encapsulated the work that the school was doing. The committee had asked the Headteacher to bring thoughts on this to this meeting.

The Headteacher reported that this had been discussed amongst staff who had identified three key aspects that were developed in a Charles Dickens child:

- Academic Achievement for that child; being resilient , creative thinkers. This includes problem solving
- Creativity: taking risks and being courageous in their thinking
- Kind: open hearted, looking beyond themselves, social intelligence, taking account of others.

It is hoped to turn these thoughts into three statements beginning 'We are' and ending with 'we have great expectations'.

The statements need to be in a language that is appropriate for the children. The headteacher asked Governors to contact her if they felt able to assist with some precise wording of to share their ideas.

The minutes and report were received

Resources Committee held on Tuesday, 21st February, 2017

It was reported that the committee had considered virements between £10,000 and £20,000 and had approved them. It was explained that virements above £20,000 must be agreed at a meeting of the governing board. The bursar explained that there was a virements from the Education support staff budget to the Pupil Premium budget. This was because, when the budget was set it had not been known how much of the work of the education support staff would be for Pupil Premium. As this was now known the virements was proposed.

The virement of £60,898 had been recommended by the resources committee and was approved.

Governors discussed the future funding for Southwark schools and the implications of the fair Funding Formula. The bursar reported that there were no precise figures available for this school but that based on other data it looks likely that there will be a £30,000 cut per year for two years. It was also noted the school is increasing its roll which will attract

more funding and from 2019 the Central Schools Block money will come directly to schools and not via the Local Authority where it is currently top sliced. The school will then have the option to buy back in to the services they provide.

Governors asked what is being done to prepare for the changes to funding.

The Bursar reported that he will be doing 3-5 year projections to plan for the changes in funding.

Governors asked:

Will there be less Pupil Premium funding?

There may be fewer pupil premium children but there are increased numbers overall

Is there a risk planning service that the school could use?

There is considerable expertise within the governors. A group of governors was identified: Matthew Harris, Simon Gleadhill, Rebecca Kaloo, and Ran Holst to look at the big budget headings: Curriculum, Staffing, Energy etc. It was agreed that consideration of these issues will be a standing item on the Resources committee budget.

Are there other ways in which the school could raise funds?

There is a teacher, Nicola Jacobs, working in the school doing this. She is looking at corporate involvement.

It was felt that some organisations would be motivated by the work done in the school on wellbeing and the RULER programme

The Chair of CF&C committee undertook to provide some information which could be used to promote the school.

6 Headteacher's Written Report

The Senior Leaders report had been circulated in advance of the meeting and governors were invited to ask questions

On Page 25, could the KS1 analysis for reading be explained?

The graph is from the school inspection dashboard and shows early years outcomes. The column on the left shows where they were. The column on the right shows their level now. This data has been shown because it has flagged a concern that children who were exceeding progress in the early years but have not made the progress that they should have made. These children will continue to be tracked to ensure that they get back on track.

Is there a risk that where children are below the expected level in reception the data will dive lower expectations?

This is a risk however the school tracks attainment and will continue to track the whole cohort. The data dashboard now looks at entry level data and the school has to track that.

Does this data also track pupil premium students who have not kept pace with non pupil premium pupils?

Yes it does, it also tracks other groups, for example girls.

What benchmarking is done of pupils in reception?

We do baseline assessments and a range of observations in the first two months of reception. This is not used to drive the data but to ensure that no pupils fall through the net.

On page 36, why does it appear that year 6 are so far behind?

This is old data, assessment week is next week and so following that there will be more up to date data. There had been a concern with this group where 50% are SEN. In the assessments done before Christmas the children had done very well in reading however the teachers had remained very cautious. The data on page 37 shows that this group are on track.

Page 31 and page 33. What is the connection between these two sets of data?

Page 31 shows the fixed levels, page 33 shows the progress measure.

Does one of these carry more weight than the other?

Up to a point progress is more important however by year 6 we do need to ensure that pupils have reached a certain level.

Page 43 shows a change in the number of yellow forms, what is the reason for this?

We have asked teachers to look more carefully at yellow forms so that low level disruptions or inappropriate behaviour are logged. We have very high expectations for behaviour. We want children to be more proactive in making the right choices about how to be in lessons. Behaviour is also supported through a differentiated curriculum where necessary and the school has secured some additional funding for behaviour support. All behaviour issues are monitored by a team from across all areas of the school at a weekly meeting.

It was noted that there were 2 fixed term exclusions (Page 42)

Page 44 Impact evaluation. How does the school consider and track vulnerable pupils?

This is now a part of every teacher's performance management. It is expected that a re-integration and readiness scale will be rolled out next term

Page 45 How does the zoning in the playground work?

The playground has been divided into zones which have enabled staff to look at what is happening in different areas of the playground. It was noted that this has resulted in a reduction in the number of accidents at a time when there was a considerable reduction in playground space.

What is the mindfulness that this referred to?

When Ruler was introduced it had been decided to draw on the existing expertise of teachers and how that could reinforce that the work of the RULER programme. Some of the staff had already undertaken some research on mindfulness. The children have a five minute mindfulness session after play time which is very effective.

Governors thanked the Senior leadership team for the report which was received

6.1 Update on School Improvement Plan

Much of the work of the school improvement plan had been reported in the previous item.

There were no specific questions

6.2 Safeguarding – STANDING ITEM

The Chair of Governors reminded governors to read the DfE Guidance *Keeping Children Safe in Education* and undertook to recirculate the link to the document. It was agreed that all governors would confirm that they had read it at the next meeting. The clerk undertook to provide a form to record confirmation of reading the document at the next meeting.

The link governor for safeguarding reported that she had visited that school. It was noted that:

- The case load is stable
- There has been a spike in domestic violence issues, the school has responded to this by providing a mechanism whereby anyone experiencing domestic violence could safely make the school aware that they would like support

- All new governors are required to undergo a DBS check
- A policy on looked after children will be considered by Children Families and Community committee
- The School has become a hub for looked after children, it was felt that while this could be an area of strength for fundraising and seeking sponsorship but that it would be important for the school not to become overstretched

Why is the school attracting so many looked after children?

The school has become known through support networks.

Do these children attract additional funding; is it enough to support their needs?

They get pupil premium. That does not cover the costs. Where there are additional needs it takes time to get additional funding.

Does the school need to consider a risk analysis of the implications of taking larger number of children with additional needs?

Yes, there will be a strategic focus linking the work of resources committee and Children Families and Community committee.

Governors were reminded of the need to raise any safeguarding concerns immediately with one of the safeguarding team in the school so that it can be investigated immediately: Any concerns should not be left to the next meeting of a committee. It is not the work of any committee to react to behaviour issues. This is an important element of the agreed ethos of the governors; management without surprises and was the basis of the most productive relationships between governors and the school

6.3 School status (Academy Taskforce) - verbal update from Headteacher and Chair

It was noted that the current task force comprises Cassie Buchannan, Rebecca Kaloo, Claire Maughan and Andy Mayer but that there is an open invitation for any governor who would like to be involved. Three options are currently being considered

- Maintain the status quo
- Move to a soft federation
- Become an empty MAT

It was reported that some members of the task force are visiting the DfE to talk about the possibility of becoming an empty MAT. A meeting is also planned with Terry Segarty, the Head of 0-19' services to discuss

the options for soft federation. It was explained that this would be with an RI school in the borough. The headteacher has been asked to work with a specific school from Easter but has said that is not possible and that the building project will need to be completed before beginning a soft federation.

It was explained that in a soft federation there would be a head of school and an executive headteacher. Before any decision was made about a hard federation, governors would need to consider leadership and funding.

It was noted that it may not now be necessary to become an academy in order to unblock funding.

Governors asked about the current leadership structure in the school. It was explained that there is a headteacher, 2 deputy heads and two assistant heads. There are also phase leaders and subject leaders. The headteacher undertook to circulate an organisation chart to governors.

7 Statutory Responsibilities

7.1 Policy Schedule

The revised Pay Policy had been circulated to governors by email prior to the meeting. If governors had any additional comments to make they were invited to do so by Monday 6th March.

The policy was agreed to be signed by the chair of governors

7.2 Schools Financial Values Standard (SFVS)

The chair of resources committee reported that he had completed the SFVS and explained that wherever the school had met the standard only in part, it had been made clear that this was due to the actions of the local authority. The Chair of Governors undertook to sign the document and return it to the LA by 31st March.

7.3 Equality data

It was noted that the single equalities policy will be considered by CF&C committee

8 Dates and Times of Future Meetings

The dates and times of future meetings were confirmed as

Curriculum and Standards	Wednesday 10 th May 2017
Resources	Tuesday 13 th June 2017
Children, Families, Community	Thursday 29 th June 2017
Curriculum and Standards	Thursday 6 th July 2017

9 Any other Business

There was no further business

Date..... Signed.....

Part Two
Confidential Minutes