

**Charles Dickens Primary School**  
**Minutes of the governing body meeting**  
**Thursday, 17th July, 2017 at 6.00 pm**

Governors Present: Claire Maugham (Chair), Shulamit Ambalu, Cassie Buchanan (Headteacher), Michael Eggleton, Carolyn Forsyth, Emma Gleadhill, Simon Gleadhill, Ran Holst, Matthew Harris, Laura Johnson, Andrew Mayer, Jemima Rhys-Evans, Rebecca Kaloo, Linda Taylor, Miaomiao Yu.

Clerk: Carrie Fentum

The meeting started at 6.00 pm and was quorate.

**PART I**

**1 Apologies for Absence**

Apologies for absence were received and accepted from Daniel Efunnuga.

**2 Declarations of Interest in the agenda**

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

**3 Minutes of the last governing body meeting on 28<sup>th</sup> February, 2017**

**3.1 Approval of the minutes**

The minutes of the meeting were agreed and signed by the chair

**3.2 Matters Arising**

Item 3.2

It was noted that the login details for the NGA had not been circulated. The headteacher undertook to ensure that they are circulated to governors

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

**4 Governing Body**

**4.1 Governing body membership and vacancies**

The report on governor membership and vacancies had been circulated prior to the meeting.

The following points were noted:

- Malcolm Booth was retiring and would no longer be an associate governor
- Ran Holst has been elected as Parent governor, congratulations for Ran were noted
- Zoe Lillitos has now left the school as was resigning as a governor. As a result there is a vacancy for one co-opted governor. It was agreed that governors would consider the types of representation that they would like and that this would be discussed at the strategy day in

September.

- Andrew Mayer resigned as Vice Chair of Governors
- Rebecca Kaloo elected as vice chair as governors

#### **4.2 Governing body meeting attendance**

The report on governor attendance had been circulated prior to the meeting.

#### **4.3 Governor Training and Development**

The report on governor training and development had been circulated prior to the meeting.

Governors who had attended training courses for new governors reported that they had found them to be very good and helpful

### **5 Committees**

#### **5.1 Committee membership**

The report on committee membership had been circulated prior to the meeting.

The following changes to committee membership were agreed

- Andrew Mayer removed from Headteachers performance management committee
- Rebecca Kaloo to join Headteachers performance management committee

#### **5.2 Committee meeting minutes**

The minutes of the meeting of Curriculum & Standards Committee on Wednesday 10<sup>th</sup> May 2017 had been circulated in advance and were received. The chair gave a brief report. The following points were noted:

- Most of what had been discussed was in the report before governors today.
- There had been a strong level of results and high quality data being used effectively.
- The committee was satisfied that there was a plan for any issues that were present.

The minutes of the meeting of Resources committee held on Tuesday 13<sup>th</sup> June 2017 had been circulated in advance and were received. The chair gave a brief report. The following points were noted

- The 17/18 budget had been recommended
- Congratulations had been given to the headteacher and Finance Officer for getting most of the money owed to the school by the local authority
- A draft business plan had been agreed which included an end to the contracts of TAs on fixed term contract and the replacements of these posts with SEN posts.

The headteacher gave an update saying that following this there had been a consultation period which has now finished. There had been no objections from the unions.

Governors asked if there would be any affect on whole school work, for example in the Arts or cultural aspects of the curriculum. It was confirmed that there would not.

Governors agreed to continue with the proposals as outlined in the draft business plan

There was a question about whether there is a governor approach to risk management. It was agreed that this should be considered by resources committee

The minutes of the meeting of Children, Families & Community committee held on Thursday 29<sup>th</sup> June 2017 had been circulated in advance and were received. The chair gave a brief report. The following points were noted.

- The committee had looked at the progress of the work on RULER, the work on parental engagement and the learning walks.
- A number of policies had been scrutinised and were recommended for adoption at today's meeting.

The headteacher gave an update and said that the parents survey had found strong feedback for the work that had been developed through this committee

## **6 Senior Leader's Written Report**

The Senior Leaders report had been circulated in advance of the meeting A slightly revised version was circulated at the meeting and the changes were noted.

### **Outcomes**

- There had been very strong outcomes for the year 6 including a higher percentage of children working at greater depth in maths than the national figures for those at age related expectations.
- This had been an academically needy group with some high attainers and some children with learning barriers which were mainly language based. There was a high level of dyslexia.
- The progress scores from year 2 to year 6 show that the children have made significant accelerated progress in Reading and writing.
- The progress for Maths is extremely strong at 7.94%

*What initiatives had been in place to produce these outcomes?*

There had been a number of initiatives including

- Lunchtime and after school groups for maths and reading,
- Year 6 teachers had run an editing and re-drafting group.
- The library has arranged author visits aimed at getting children to be enthusiastic readers
- Long term projects to get the children to challenge themselves with reading, choosing the right books
- Long term work on mental maths
- Pastoral work including attention paid to emotional well being
- Developing children's behaviours for learning

*There appears to be low progress for the lower attaining group, what is the reason for this?*

One child has significant additional needs. The progress measures we are looking at are not adequate to measure the progress of this particular child This was a small group There were only 4 low attainers at KS1 for this group. This child had a significant impact on the figures

*What is the reason for the increase in the percentage of children with SEN? Is the school surprised by the huge increase?*

There has been a change in the way that the school identifies SEN. Previously there had been under identification. The current rate feels more realistic.

*What is PPA?*

Planning, Preparation and Assessment. The statutory amount of time teachers must be given for this is 1/10 of their week. We give teachers 1/5.

It was suggested that it might be useful for governors to have a jargon glossary

*Why are the comparisons for year 2 different than for the other years?*

Statutory assessment makes the school accountable for the progress of year two pupils from the end of the EYFS to the end of KS1. In other years comparisons are made to our own baseline. We also look at our baselines for year 2 but this is not included in the report.

It was noted that there had been a drop in the outcomes for year one and that this had been discussed at length by Curriculum and Standards committee. Children who will need additional support to reach their expected outcomes in KS2 have been identified and work is being done to ensure that they do.

A focus for next year will be to improve the accelerated progress for year 3

*Is it possible to see a year on year comparison?*

In the autumn governors will see the inspection dashboard data which will show three year comparisons and trends.

Governors expressed their congratulations to everyone involved in achieving the results

## **Premises**

*When will the normal kitchen service resume? What are the most recent developments in the build?*

- We are in the process of moving into the new kitchen and hall.
- The kitchen will be fully functioning from September when catering will be done on site with the same company. The cost of the catering is expected to fall.
- It will be possible to split the new hall which increases our lettings options.
- The new playground is already in use. From September we will also be using the courtyard playground.
- The two year old nursery is finished.
- It is expected that the uneven playground will be resurfaced and landscaped by September.
- There will be some remodelling of indoor space over the summer including offices and new toilets. This is being done by a different company.

*How will drop off and pick-up be arranged?*

There will be an EYFS entrance with their own drop off. For others there will be a drop off inside the gates. We will continue with the staggered start from

8.45.

### **Fire Safety update**

It was noted that

- Following a failed fire inspection new fire doors have been installed
- There are now two completely enclosed and separate routes out of the school via stairs
- The fire and evacuation policy has been re written
- There have been a large number of fire drills (as a result of builders tripping the alarm) at lots of different times of day, during lunch time, when younger children are doing PE, during assembly etc. The children have got much better at these, we are able to clear the building in 3 1/2 minutes

*Should the fire inspection be done annually?*

No, we are doing a thorough inspections as part of the build

*What is causing the alarms to trip? Is it hot work?*

No, it is happening when the builders are working on the alarm.

The Chair of Governors said that following a series of local incidents she felt that the school had responded well in terms of the communication and engagement with parents

The Headteacher thanked the Cahir and former Vice Chair for their communication and support on the day after the London Bridge incident

### **Exclusions**

*Does the school have sufficient funding to support the pupil who is being educated at the PRU?*

We have now got an EHCP for them which will bring funding but there is a delay.

*Has the school made progress with the child in year 6?*

We now understand how to prevent and de-escalate incidents and we have strategies in place.

### **Teaching**

Governors asked for an outline of the plans for extracurricular activities  
It was explained that the school will be offering a wider range of clubs both during and outside the school day. The will begin at the end of September and will offer a wider range of opportunities than ever before. All teachers will be expected to run a club and all pupils should be able to take part in something. After school clubs will be on Mondays, Thursdays and Fridays to fit in with existing meeting commitments.

*How will this impact on teachers?*

We will review how well it is working. Teachers will have a choice about what they offer. There is a lot already happening

*Might there be teachers who don't want to run clubs or feel that they do not have the capacity?*

We expect that they will want to. This is going alongside other initiatives around workload, for example marking.

Governors thanked the senior leadership team for the report. The headteacher explained that there are a large number of people involved in producing the report.

**7 Self-Review of Governing Body (SEF)**

It was agreed that the Chair, Vice Chair and SLT would look at the 20 questions. It was felt that all governors should do the skills audit. In order to ensure a consistent scale for the answers, the chair and vice chair undertook to produce some descriptors for this. The clerk undertook to collate governor's responses.

It was agreed to look at the self-review in more detail at the governor's strategy day in September

**8 Statutory Responsibilities**

**8.1** It was noted that arrangements for Headteacher's Performance Management which will take place during next term

**8.2** Policy Schedule

Governors adopted the following policies as recommended by committees

- Behaviour Policy
- Single Equalities Policy
- Anti Bullying Policy
- Looked After children Policy
- Terms of Reference Children Families and Community Committee

ME undertook to circulate the final versions of the policies

**9 Dates and Times of Future Meetings**

It was noted that the governor's strategy day will take place on Wednesday 13<sup>th</sup> September 2017. Other meeting dates TBA

**10 Any other Business**

It was noted that the school fair had been a great success and thanks were given to all of those who had contributing to making it such a great success.

There was no further business

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