

Charles Dickens Primary School

Minutes of a meeting of the Governing Body held at the school on Tuesday, 17th July 2018 at 6:00 pm

PRESENT

Cassie Buchanan	Headteacher
Michael Eggleton	Associate Member
Emma Gleadhill	
Simon Gleadhill	
Ran Holst	
Laura Johnson	
Rebecca Kaloo	
Claire Maugham	Chair
Andrew Mayer	
Maria Oakley	
Jemima Rhys-Evans	Associate
Linda Taylor	

PART I

1. Apologies for Absence

Apologies for absence were received from Matthew Harris and it was **RESOLVED** to consent to his absence.

2. Declarations of Interest in the agenda

There were none.

3. Minutes of the last governing body meeting on Tuesday 27th February 2018

3.1 Approval of the minutes of the meeting held on Tuesday 27th February

It was **RESOLVED** to sign the minutes of the meeting on 12th February as a correct record.

3.2 Matters Arising (not appearing elsewhere on the agenda)

There were none.

3.3 Approval of the minutes of the meeting held on 5th March

It was **RESOLVED** to sign the minutes of the meeting held on 5th March 2018 as a correct record.

3.4 Matters Arising (not appearing elsewhere on the agenda)

The format for learning walks had been circulated to governors.

It was agreed to propose a change to admission arrangements and this will be consulted on in the autumn term.

4. **Governing Body**

4.1 Governing body membership and vacancies

Despite advertising in the local community for Partnership Governors no-one had come forward. Governors were encouraged to draw the vacancy to the attention of people in the community.

Andrew Mayer has indicated his intention to stand down which will create a vacancy for an LA nominated governor. It was noted that candidates to consider for this vacancy would generally come through Governors for Schools. The school has advertised the link to Governors for Schools should any parents wish to apply to them or pass this information on to others who may be interested. The Clerk recommended that it was not good practice to appoint a parent as the LA governor and it was better to have someone who could provide an outside perspective. Governors for Schools sent through to her forms completed by people who live locally and she could suggest candidates for the vacancy. Governors advised they have previously sought to fill the vacancy through recommendations from Governors for Schools, including voting to appoint a candidate who subsequently withdrew her application.

4.2 Governing body meeting attendance

The report was noted.

4.3 Governor Training and Development

It was reported that the Prevent online training had been useful and only took about 30 minutes to complete.

There will be safeguarding training on 6th September from 2.00pm to 5.00pm and governors were invited to attend

Six governors have completed Safer Recruitment training.

5. **Committees**

5.1 Committee membership and link governor roles

- SEND link governor appointment

- Curriculum and Standards: additional members
Governor volunteers were sought to join this committee. Emma Gleadhill agreed to join. Governors were also welcome to attend to observe before making a decision to join.

5.2 Committee meeting attendance

The committee attendance report was noted.

5.3 Link governor Reports

There was an inspection of SEN provision in the school as part of the inspection which the LA was undergoing. It was very much focussed on the Local Offer. Parents here were positive about what the school does but were not sure about what the wider offer was within Southwark. Next year it was planned to give more information to parents about the wider support which is available.

Work was planned to develop the use of P levels to assess achievement and progress of children with SEN who were below national curriculum levels.

5.4 Committee meeting minutes

- **Resources - 5th March 2018 and 14th May 2018**

A governor asked about appeals related to admissions.

The Headteacher reported there had been two appeals. One was a child who attended the nursery and the other had sibling but had moved out of the area. Neither appeal was successful.

The chair reported there had been a good response to the letter sent out inviting donations and parents donated £17,000.

A small group of governors met to discuss the governance of this fund and it will be looked at by Resources. It was planned to have trustees which will include the Headteacher and a governors but also someone from outside this group. The Chair will ensure her newsletter thanks parents for their contributions. New parents will be made aware of the existence of the fund and given the opportunity to contribute.

It was important to ensure the funds are directed towards strategic objectives. There is £56,000 in the fund and £30,000 of this is earmarked to fund the ITC suite and library.

Accountants have been appointed to audit the fund.

- **A governor asked about the balance.**

The school had a plan to landscape the outside area and improve the outside playground space. This will create an outside classroom and Forest School. It was intended to make

applications for grants and other funding.

- 14th May Resources minutes
Nursery numbers will increase to 32 places.
- Curriculum and Standards committee 14th May 2018 and 10th July 2018

Minutes were not available for the meeting. The committee looked at school data for the year and pupil premium.

Governors had asked if targets were challenging enough.

The committee had thought so at the time but consideration would be given to making them more challenging.

- Children, Families & Community - 19th June 2018

It was reported that the meeting focussed on SEN and a pastoral walk was recently carried out. The Committee had made recommendation about the focus on school improvement. An Accessibility Plan and Administering Medication policy had been agreed. The Accessibility Plan was now on the website. There had been questions about absence and whether or not the LA was administering fines that were requested. The school will continue to refer but it wasn't clear if they were issued.

ACTION

The Clerk agreed to seek feedback on how this was done and how long it took.

6. Senior Leader's Written Report

The report had been sent out using mailchimp and a shortened hard copy was available at the meeting. A number of questions had been submitted prior to the meeting

The SEND number had fallen. Why was this?

Children were added to the SEN Register if their needs were not met. The school has now adopted quality first teaching and monitors to ensure that this has been implemented. The system is more rigorous and in order to be on the SEN register the child must have an identified learning need that has not been addressed.

A question was asked about Year 2 resits (page 13)

Two or three children did not pass last year. They had significant additional needs.

A question was asked about what constituted steps of learning

(Page 18 good or better progress is 2 or 3 steps of learning)

The school held a parent morning on assessment. There are criteria for the expected standard in reading, writing and maths in each year group and the children are assessed against these each term. Each

child is assessed as emerging, developing or secure for the expected standard for their year group. The expectation is that a child will be emerging at the end of the autumn term, developing at the end of the spring term and secure at the end of the year. These steps of learning are based on mastering the curriculum content.

What are Creative Passports?

They provide a way of tracking progress in creative arts.

It was noted that a high proportion of children in EYFS exceeded the expected standard. How was this achieved?

There was focussed teaching in small groups in English and maths and the children had responded well.

What happened to the involvement with Yale and Ruler?

There had been a training course offered which cost £4,000. The school thought this was unrealistic. The school had created a bespoke approach which took the best bits of Ruler and they were working with Bethlem and Maudsley, including making links with their research. The school was offering training sessions to other schools.

Why were two teachers not classroom teaching?

One was reducing to two days a week and would be doing cover. The other has an early years qualification and so can not teach in KS1.

A governor commented that attainment of children who attract the Pupil Premium was very positive in phonics and at KS 1.

A governor queried averaging steps of progress for LAC children on SEN register, as there is considerable disparity in their achievement.

It was clarified that they are tracked individually.

Outcomes

Results were outstanding. Year 6 was strong across the board. The Headteacher explained the data on progress in different years at different levels of attainment.

The prediction for attainment in maths had always been limited. Reading was much better.

GPS was limited teaching time in the spring term as the school had concentrated on wider writing skills which they thought was of more use to the children. Grammar teaching will be more spread out over years 5 and 6.

What was being done to accelerate progress in reading?

This cohort was stronger in reading. The school had changed and made more explicit the way reading is taught including using guided reading. There was also a book club which had been very popular.

Sentence stacking was taught as part of the writing strategy and this had a good impact.

A governor asked if parents could be given more info about this.
The Headteacher will look at this and it is mentioned in the curriculum meetings with parents.

A governor asked about strategies for communication with the parents of children with SEND.

The school will continue to use workshops and coffee mornings to engage with parents. It is planned to continue to build a support network with specialist providers.

A governor wished to register concern about the lack of response to the annual reviews called.

There was now a little more external support in place and the school was taking the steps they were required to take. High quality TAs were working groups of children and had a significant impact.

A governor asked about the consistency of learning plans.

Work was underway to make plans more measurable. CPD time will be used for book moderation and other means to compare with the plan.

Quality of teaching and learning

There was a very useful briefing on the curriculum and the slides will be circulated.

ACTION Headteacher

Attendance figures will be finalised and it was likely attendance will be below 97%.

The school was continuing to promote the daily mile.

A governor asked what the approach had been to deciding to close the school due to the snow?

It was based on staff's ability to get home at the end of the day so questions to ask were the accessibility of roads and whether or not trains would be running. The problems were exacerbated by a shortage of salt.

7. Safeguarding

- Safeguarding report from the safeguarding link governor

A written report produced by Emma Gleadhill had been circulated. She thanked Michael Eggleton for his input.

The report recorded structures in place to ensure that safeguarding is implemented to a high standard and included an anonymised case by case overview. Michael clarified that the overview included cases

which were closed. It was helpful to have an oversight of what was happening and staff will consider what level of information would be useful.

The report on the new updates to KCSIE was drawn to governors' attention. There had been a further update and it was reported that disqualification by association had been withdrawn for school staff.

A governor asked what learning there had been arising from an allegation against a member of staff

The Headteacher noted it was important to keep a note of guidance and support offered to staff. It has been made very clear what the expectations are for staff behaviour.

The School has worked with the children on gender identity using Stonewall resources. The school website includes a LGBT page and the response from parents has been largely positive. Same sex parents have been particularly appreciative.

- Governors signed a sheet to confirm they have read at least the first section of the new 'Keeping Children Safe in Education' publication
- Governors were asked to note the Safeguarding Training session to take place 2-5pm on 6 September

8. Statutory Responsibilities

8.1 Arrangements for Headteacher's Performance Management

The Committee will meet with the external advisor and will recommend any salary change to the full Governing Body.

- 8.2 Work has been done to ensure statutory policies are in place and reviewed when necessary and a list has been produced. This will be shared with committee chairs to ensure that reviews are built into the committee's programme of work. This has taken a huge amount of time and energy by Ran Holst and governors thanked her for undertaking this.

8.3 Charging policy

It was proposed to amend the Charging Policy to state that parents would be told what the overall cost of a trip was and in addition to suggesting a voluntary contribution which equated to a share to meet this cost towards the cost of the trip it would be made clear that they could contribute more than this if they wished and that the parents of children who attract the Pupil Premium would be invited to make a contribution discounted by 30% .

The Clerk advised that it was really important to be clear about the distinction between a charge and a voluntary contribution. It was

permissible to charge for board and lodging on a residential trip(as the policy stated) and it must be made clear and explicit in the policy that parents who are in receipt of certain benefits (broadly aligned to eligibility for free school meals) are exempt from this charge.

A governor expressed concern about the principle of seeking to meet the full cost of trips from parental contributions. It was clear that there were parents who were on very low income and could not afford to make a contribution. It was important to be clear about separating inputs and outputs.

The School did need to focus on priorities. The Headteacher stressed that the school invested in providing enrichment activities within the school. They choose to offer incredible experiences but can not do so without contributions from parents.

The Statutory Guidance states that the school can charge for the board and lodging element of a residential trip (subject to the proviso the clerk had outlined).

Governors were supportive of the principle that parents should be given the opportunity to make a greater contribution if they are able to.

A governor asked if children who could not/did not pay for the Year 4 trip to Dorset would miss the trip. The Headteacher clarified that this was not the case. Parent governors felt this was not made clear in the letter and that clarification should be offered to parents. The Headteacher stated that the school was learning lessons and will provide a template letter for teachers to use. The Clerk stressed that it must be clear in the letter if it is a voluntary contribution.

It was **RESOLVED**

To add to the policy

- The school will inform parents of the true cost of the trip (most trips are currently subsidised by the school) and parents will be invited to make a contribution which equates to their share of the full cost.
- There will be a chance for parents/carers to make a higher contribution to help cover the cost of other students that may struggle to contribute.
- The parents of children who attract the Pupil Premium will be invited to make a contribution that is 30% below the full cost.
- The words “in line with statutory guidance” will be added to the first sentence after “school journeys”.

The model letter template will be circulated to governors for agreement at the next meeting..

8.4 GDPR

It was reported that school was compliant for GDPR and Judicium will carry out an audit.

8.5 Policies

- To note that the accessibility plan and medication policy were agreed at the meeting of CFC on 19th June 2018.

9. Reports from learning Walks

Reports on learning walks had been circulated. A spelling learning walk would be held over the next term.

10. Any other Business

The Task Force on reviewing the school's status had held a number of meetings. They felt that the long term future of the school was not within the LA. The process for looking more widely at this will be transparent and will include all governors.

Signed _____ Date _____