



All Saints' Church of England Primary School
Upper Beulah Hill, Upper Norwood, SE19 3LG

Minutes of the Governing Board Meeting
Wednesday 30 November 2016 at 6.30pm

Shelisha Bent (SB)	LA Governor	Present
Chris Chikwendu (CC)	Foundation Governor	Present from 7.10pm
Josephine Copeland (Head)	Head Teacher	Present
Robert Crorken (RC)	Parent Governor	Present
Hilary Grainger (HG)	Foundation Governor	Apologies
Chris Kent (CK)	Co-opted Governor	Present
Father Leonard Marsh (LM)	Foundation Governor	Present
Jesse Nderitu (JN)	Foundation Governor	Apologies
Stella Onwu (SO)	Foundation Governor	Absent
Aaron Porter (AP)	Foundation Governor	Apologies
Janice Rawlins (JR)	Co-opted Governor	Present
Stephen Sin (SS)	Foundation Governor	Present
Jennifer Soaga (JS)	Parent Governor	Present
Arthur Williams (Chair)	Foundation Governor	Present
Jonas Wontumi (JW)	Foundation Governor	Present from 6.50pm
Lynn Bruce	Governance Clerk	Present
Chantal Doffoh (CD)	Observer	Apologies
Zarah Persaud	School Business Manager	Present until 7.05pm

Item	Minute	Action
1	<p>Welcome The Chair opened the meeting, welcomed everyone and read from Matthew Chapter 19 Verse 13.</p> <p>Governors took a moment to remember Kevin, our Site Manager, who passed away recently.</p> <p>Apologies Governors received and accepted apologies from Hilary Grainger (family commitment), Jesse Nderitu (work commitment) and Aaron Porter (unwell).</p> <p>Quorum - The quorum for this meeting is 50% of membership. The Clerk confirmed the meeting to be quorate.</p> <p>Declaration of Interests Governors were asked to update any declaration of pecuniary, business or personal interests they may have regarding this agenda. None were declared.</p>	
2	<p>Minutes of 29 September 2016 Governors agreed and approved the minutes of the meeting held on 29 September 2016 to be a true and accurate record of the meeting.</p>	

	<p>The minutes were given to ZP. Action: ZP to scan and send copy to Clerk with original to the school file.</p> <p>Matters Arising There were no matters arising that were not already on the Agenda.</p> <p>Action points Governors noted all action points had been completed.</p>	1
3	<p>Future of school keeper's house The Chair reminded Governors of the previous discussions that took place with Robert Lines and Debbie McCormack. The Chair wrote to them after the meeting giving Governors support and welcoming a partnership in the project and reiterated questions raised. Governors were in receipt of the reply and noted there is a meeting scheduled with the Head and Chair later this week.</p>	
4	<p>Governing Body Membership Governors noted that Chris Kent agreed to take another four-year term as a Co-opted Governor taking her term of office to 27 November 2020 and that Chantel Doffoh had reached the end of her term on 20 October 2016 therefore a Staff Governor election is required. Action: Clerk to update systems and notify Governor Services.</p> <p>The process to recruit a Staff Governor commenced with a closing date of 25 November 2016. The Chair confirmed there were two nominations. The Chair will ask the nominees to write a statement about themselves highlighting the skills they hold which will be circulated to all staff to elect a replacement.</p> <p>Governors agreed to hold elections at the start of next term. Action: Chair.</p>	2
5	<p>Finance The Chair explained that the school budget runs from April to March unlike the academic year. At the Resources Committee, the budget showed there would be a surplus of over £3,000 for the in-year budget however the budget will be more challenging for the forthcoming year.</p> <p>Governors ratified the recommendations for Q2 Income and Expenditure approved by the Resources Committee on 20 October 2016 and The Chair and Head signed the Q2 document.</p> <p>The capitation letter went to all parents and three replies have been received.</p> <p>JW joined the meeting at this point.</p> <p>ZP then explained to Governors that moving into Q3, there will be a deficit budget.</p> <p>The number of children on-roll are falling and there are currently 65 vacancies in years Reception to Six however the school are promoting open days to combat this which are proving successful.</p>	3

	<p>The last three October Census figures are:</p> <ul style="list-style-type: none">• October 2014 – 408• October 2015 – 385 and• October 2016 – 355. <p>This is having a detrimental effect on the budget as funding is allocated at around £3,500 per child.</p> <p>Also, lower numbers of Free School Meals (FSM) pupils are being registered, and this has led to serious budget pressures. This will be checked again in January 2017 and the school is currently conducting an exercise to ensure eligible pupils are registered.</p> <p>Full time Nursery places are being offered from January 2017 and, presently, five children have accepted. The new Nursery additional 15 hours (30 hours) free places may give some scope to open the afternoon sessions again.</p> <p>The before and after school clubs are over-subscribed which has provided an extra £17,000 gross income.</p> <p>Q. What are the main reasons for the drop?</p> <p>A. It is thought that when parents were picking primary schools for their children, this school did not have permanent leadership staff in place.</p> <p>This school needs to be marketed well but without funding it is quite restricting.</p> <p>There are new children arriving that may be in temporary accommodation who could move again. There are 17 children between Years Three and Six who have just arrived at the school. Some of these children are vulnerable or may have EAL.</p> <p>At some point, reducing from a two-form entry (2fe) school may be a necessity.</p> <p>Q. What is the situation with statements for children?</p> <p>A. The process includes evidencing that extra is being spent on the individual by 1:1 support, different strategies etc., before an Educational Health Care Plan (EHCP) is granted along with funding of up to £6,000 per child. There have been tearful staff due to very challenging children.</p> <p>ZP left the meeting at this point.</p>	
6	<p>Terms of Reference (TOR)</p> <p>Governors read, agreed and ratified the TOR for the Pupil, Parents, Church and Community Committee, Teaching and Learning Committee and Resources Committee.</p>	
7	<p>DBS</p> <p>The Chair spoke with ZP yesterday regarding the DBS checks on the Single Central Record. CK's is on-going; RC's is complete – just need to see the document and JN</p>	

	to bring documentation into the office to create a DBS. Action: CK, RC and JN to expedite process.	4
8	<p>Head Teacher Report</p> <p>The Chair took the opportunity to check all Governors had access to the SEF document and Post Ofsted Report and highlighted these are the key documents that will be changing rapidly.</p> <p>The SEF should mirror where Governors feel the school is at including the strengths and areas to develop.</p> <p>Q. What do you feel has worked well this term?</p> <p>A. Having an experienced Deputy in post and the middle leaders being able to express/articulate what is required has been an asset.</p> <p>During the last Governors' visit it was felt that middle leaders were on track and understood where the school is. They felt Governors questioning of them was of a high calibre. The progress will be checked at the next Governors Day.</p> <p>The school dinners were sampled.</p> <p>The children fully understood the purpose of Armistices Day and what silence meant.</p>	
9	<p>Data Dashboard/RAISEonline</p> <p>Governors received headline figures for Good Level of Development (GLD), KS1 and KS2 and looked at the data dashboard and RAISE online. Action: HG will speak with Governors so they will know how to use this and understand the figures including trends that are developing.</p> <p>SS and AW will be attending the most recent RAISE online training on 20 December 2016 with staff. Octavo are running a course on 19 December for those Governors that are free.</p>	5
10	<p>Committee Reports</p> <p>Pupil, Parent, Church and Community minutes 19/10/16</p> <p>FLM explained one of the things that came from the SIAMs report was that the school would benefit by strengthening its links with the community. There is a grant funded community project named Citizen UK which may be able to assist the school with ideas and resources e.g. road safety.</p> <p>The School Choir is being promoted by the children – pizza will be had on 20/12/16 by the Choir.</p> <p>FLM has been working with Chantel on the Eucharist which will be seen on 18 January 2017.</p> <p>Resources Committee minutes – 12/10/16 – The main item was finances which was discussed earlier in this meeting.</p>	

	Teaching & Learning minutes – 09/11/16 – AW explained the Terms of Reference includes monitoring those things that would be inspected as a Church School. It was suggested that the school has a Faith Group with its own Terms of Reference including striving for high quality of RE curriculum. The advantage of having a Faith Group is that children may be included. FLM has agreed to lead the Group. Sean Burns (Diocese RE Adviser) has been consulted. The Group will feed back to the PPCC meeting.	
11	<p>Policies to review</p> <p>Admissions Policy</p> <p>The Chair gave some background information as the school became a voluntary aided school in 2012 and it became the school's responsibility to have an Admissions Policy in place.</p> <p>There are currently 60 places in reception of which 12 are foundation places which are allocated to regular attendees of All Saints Church (completing the supplementary form) and the others are open places following the admission criteria.</p> <p>The Head meets new parents regularly and they are welcome to have a tour of the school with the Head boy and girl.</p> <p>If a parent is unhappy with decisions, there is an appeal structure in place.</p> <p>Governors reviewed, agreed and approved the current Admissions Policy.</p>	
12	<p>Ofsted Action Plan</p> <p>Governors have reported on their visit to the school on 11 November 2016 (CK, AW & SB attended).</p>	
13	<p>Traffic concerns</p> <p>The Head met with Tracey Porter, the Road Safety Officer - for the LA on 14 November 2016. She gave three big signs for the gates, listed the requests for the school e.g. zebra, was handed the petition signed by everyone and letters written by the children. This has become a priority. She will visit again and speak with Years five and Six who will then approach cars with air fresheners (displaying dangers).</p> <p>The school has the 'bronze award' travel plan in place and will highlight a zebra crossing is needed.</p>	
14	<p>Faith Group</p> <p>This was covered earlier in the meeting.</p>	
15	<p>Newsletter</p> <p>The Chair reminded all Governors to look at the newsletter which can be found at http://www.allSaintsschoolcroydon.co.uk/friday-news/</p>	
16	<p>Any Other Business</p> <p>Website</p> <p>The Head updated Governors that the website will be under construction soon.</p>	
17	<p>Governor Training and Development</p> <p>Governors received an update on The Bishop's Certificate Training:</p>	

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	<ul style="list-style-type: none"> • Ethos of the school was attended by AW, CK & SS; • Admissions was attended by HG & AW; • Self-Evaluation and Ofsted Course was attended by SB, AP, and AW on 22/11/16, they highlighted the importance of the SEF document. <p>Training scheduled</p> <ul style="list-style-type: none"> • 17/01/17 Curriculum 6.30pm – SO & JR; • 21/02/17 Teaching, Learning and Assessment – SB, CD, CK, JN and JR and • 14/03/17 Effective Governance – CK, AP and JS. <p>SB will circulate the questionnaire to relevant Governors after their training.</p>	
18	<p>Future events</p> <ul style="list-style-type: none"> • 16/12/16 School Christmas Fayre – 3pm; • 18/12/16 Carol Service with Choir singing – 6.30pm; • 20/12/16 Staff data training opened to include Governors (AW & SS attending) and • 09/01/17 Opening of the school entrance by Bishop of Southwark @ 9.30am 	
19	<p>Future meetings</p> <p>Governors noted changes and confirmed dates of future meetings to be at 6.30pm.</p> <p>Spring</p> <p>RC - 01/02/17 - Benchmarking PPCC - 08/03/17 T&L - 22/03/17 RC - 26/04/17 GB - 04/05/17</p> <p>Summer</p> <p>PPCC - 24/05/17 T&L - 28/06/17 RC - 05/07/17</p>	
20	<p>Publication of Minutes</p> <p>Governors agreed that, subject to approval by the Chair, the minutes will be circulated to all Governors.</p>	
21	<p>Confidential matters</p> <p>Staffing issues were recorded in the Part B confidential minutes.</p>	
There being no further business, the Chair closed the meeting at 8.15pm.		

Item	Action	Owner	Status
1	Scan original minutes and send to the Clerk – original to school file.	ZP	Open
2	Update membership and notify Governor Services.	Clerk	Open
3	To arrange the election of two nominated staff governors.	Chair	Open
4	To expedite process DBS process.	CK/RC/JN	Open

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5	To assist Governors to use RAISE and understand the figures including trends that are developing.	HG	Open
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Signed as a true and accurate record of the meeting.
Chair's signature
Chair's name
Date