

## All Saints' Church of England Primary School Minutes of Full Governing Body meeting – Part A 28 January 2016 at 6.30pm

Shelisha Bent (SB)	LA Governor	Present from 6.50 pm
Chris Chikwendu (CC)	Foundation Governor	Present
Josephine Copeland (JC)	Head	Present
Robert Crocken (RC)	Parent Governor	Present
Chantal Doffoh (CD)	Staff Governor	Present
Hilary Grainger (HG)	Foundation Governor	Present
Chris Kent (CK)	Co-opted Governor	Present
Father Leonard Marsh (FLM)	Foundation Governor	Present
Jesse Nderitu (JN)	Foundation Governor	Present
Stella Onwu (SO)	Foundation Governor	Present
Aaron Porter (AP)	Foundation Governor	Present
Janice Rawlins (JR)	Co-opted Governor	Present
Stephen Sin (SS)	Foundation Governor	Present from 7.25 pm
Jennifer Soaga (JS)	Parent Governor	Present
Arthur Williams (Chair)	Foundation Governor	Present
Jonas Wontumi (JW)	Foundation Governor	Present

**In attendance:**

Ms J Clarke - Clerk

AGENDA ITEM	MINUTES	ACTION NO:
1	<p><b>Welcome</b> The Chair opened the meeting at 6.40 pm welcoming all. Introductions were made as this was the first meeting for new Governors and Head Teacher.</p> <p><b>Opening Prayer</b> Father Leonard Marsh led the opening prayer.</p> <p><b>Apologies</b> Apologies for lateness was received from Shelisha Bent and Stephen Sin and were accepted by the Governing Body.</p>	
2	<p><b>Quorum</b> AW explained the importance of the board being quorate. The meeting was quorate with 13 governors out of 15 present in attendance at 6.40 pm.</p>	
3	<p><b>Pecuniary Interest</b> All Governors have now completed and signed forms. No interests declared.</p>	

4	<p><b>Minutes of Last Meeting – 28 January 2016</b></p> <p>Governors approved Part A of the minutes of the meeting held on Thursday 17 September as a true record with the following amendments.</p> <ol style="list-style-type: none"> <li>1. Janice Rawlins attended the meeting and should be added to the present list.</li> <li>2. Page 7, under Head Teacher’s Report should read ‘white boys’ and not ‘British pupils’</li> <li>3. Page 9, under Admissions add ‘to the school office’.</li> </ol> <p>The Chair then signed Part A of the minutes and handed these to the Head Teacher for filing in the minute book.</p> <p>Governors approved Part B of the minutes held on Thursday 17 September the minutes were signed as a true record and handed to the Head Teacher for filing in the minute book.</p> <p><b>Actions</b></p> <p>The action log was reviewed as follows:</p> <ol style="list-style-type: none"> <li>5. Complete</li> <li>7. Re-issue checklist to JW</li> <li>7. Complete</li> <li>8. Complete</li> <li>9. Outstanding</li> <li>9. Complete</li> <li>9. Complete</li> <li>9. Complete</li> <li>9. Complete</li> <li>9. Complete</li> <li>9. Complete</li> <li>12. Teaching &amp; Learning Committee</li> <li>17. Resources Committee</li> <li>17. Resources Committee, Data Protection Policy – PPC&amp;C</li> <li>18. Complete</li> <li>24. Verbal and through staff briefing by Chair</li> </ol> <p><b>The Code of Practice</b></p> <p>Governors signed the Code of Practice circulated at the meeting.</p>	
5	<p><b>Matters Arising from the minutes not covered elsewhere on the agendas</b></p> <p><b>Parent Governor Elections</b></p> <p>Governors were informed that 5 parents stood for election and nearly 200 votes were cast.</p>	
6	<p><b>Presentation by Clerk</b></p> <p>The Chair informed Governors that Lynn Bruce, Clerk to the Governing Board, was unable to attend this meeting and this item will be deferred until the next meeting.</p>	

7	<p><b>Ofsted</b></p> <p>Governors approved the Chair’s request to move this item to the end of the agenda.</p>	
8	<p><b>Governing Board Structure and Membership</b></p> <p>The Terms of Reference (TOR) for each committee was circulated to the Governing Body. The Chair went through each of the TORs so that the Governors could gain an understanding of what each committee does and the responsibilities that are delegated to them.</p> <p>The Chair also informed the Governing Body that Premises Committee will now be merged with Resources. The TOR for this Committee does not include premises and the Chair recommended that the relevant points from the Diocesan Premises Committee be used. Governors agreed that these should be amalgamated into the Resources Committee TOR.</p> <p><b>Action: Clerk</b></p> <p><b>New Appointments</b></p> <p>The new appointments were as follows:</p> <p>Josephine Copeland – Head Teacher  Robert Crokken and Jennifer Soago – Parent Governors  Stephen Sin – Foundation Governor appointed All Saints PCC Autumn 2015  Hilary Grainger – Foundation Governor appointed SDBE January 2016</p> <p>New Governors agreed to sit on the following committees and be the link governor in the following areas.</p> <p>HG Teaching &amp; Learning, link governor for Creative and Talented  RC Teaching &amp; Learning, Finance  JS Teaching &amp; Learning and link governor for Welfare  SB Moved from Child Protection to Personnel Committee  CC – Behaviour and Pupil Voice</p> <p>Literacy - AP would like to meet with the co-ordinator before making a decision.</p>	1
9	<p><b>Governance Review Update</b></p> <p>Governors received a report on the changes to the structure of the committees and these were approved.</p> <p>The Chair introduced this item as an opportunity to reflect given the changes that have occurred over the last year. Governors were asked two questions:</p> <p>Q1: How effective was the Governing Board in 2015.  Q2: What could the Governing Board improve?</p>	

	<p>Governors responses to these questions were as follows:</p> <ul style="list-style-type: none"> <li>• SB – planning and proposals for recruitment of a new Head Teacher went well. All worked well to get what the Governing Body wanted and produced a cohesive message.</li> <li>• AP – the Governing Body has started to move from discussions on immediate issues to those that are forward thinking and spent some time working on operational issues. Now with a new Head the Board can be working on strategy and milestones going forward.</li> <li>• AP – the Governing Body has improved in its consideration and use of data. There could be better and be more useful, for example, projections for SAT results.</li> <li>• FLM – said that using data was a standing problem and asked how this can be provided in a more digestible format. It was suggested that data could be viewed year by year, class by class and whether projections are being met or not.</li> <li>• AP – the Governing Body has been reactive in the past and it was now time to look to the future in order for the school to be seen as achieving.</li> <li>• AW/Chair – agreed that there was common agreement about the direction and leadership required in planning the recruitment for the new Head Teacher.</li> <li>• The Governing Body support for the Acting Head Teacher could have been better since a deficit budget was restricting our resources. Uncertainty created a drop in morale amongst staff and the Governing Body had not been sharp enough to pick up issues and were a little remote from the staff. He gave credit to staff who continued to do the best for the children over this period.</li> <li>• AP – the Governing Board need to consider how staff can be supported and to improve their personal development so that the school can keep good quality teachers.</li> <li>• HG – it is important for schools to know the Governors and that they can communicate with teachers and parents and are seen as part of the school. JN informed the Board that more time with Governors has been mentioned on exit interviews.</li> <li>• JW – big improvement in the presentation of statistics and that more can be done to make information more easily understood.</li> </ul>	
10	<p><b>DBS Checks</b></p> <p>Progress on DBS checks is as follows:</p> <p>FLM Processing  SS Done but need to contact ZP for notification  HG Will see ZP next week  RC Done  JC Done  JS Done</p>	

11	<p><b>Head Teachers Report</b></p> <p>The Head Teacher’s report had been circulated prior to the meeting and was taken as read. The report highlights work that has been done as a school and the areas where reviews should be undertaken.</p> <p>JC drew Governors attention to the following key areas:</p> <p><b>Systems</b></p> <p>JC reported that the school systems were inconsistent and that it is important that these are looked at as this supports staff in their work.</p> <p><b>Building the Ethos of the School</b></p> <p>JC is working with FLM on the ethos of the school, marketing to the church of All Saints and making links with the community.</p> <p><b>Supply Teaching</b></p> <p>JC reported that the school need to look at use of supply teachers and how to use finances to ensure that teachers receive training. Links have been made with Croydon and training has been booked on 24 March.</p> <p><b>Priority 3 Leadership and Management</b></p> <p>JC reported that she had spent some time reviewing subject responsibilities speaking with staff, looking at displays and speaking with pupils. JC also asked for feedback from Governors.</p> <p><b>Pupil Premium</b></p> <p>JC informed Governors that this is nearly finished for this year and that she is awaiting a breakdown. AW informed the meeting he would look for information from last year. Octavo will be visiting school to undertake a review on 7<sup>th</sup> and 8<sup>th</sup> March.</p> <p><b>Action: JC, AW, CK, HG</b></p> <p><b>Year 6</b></p> <p>JC informed Governors that a decision needed to be made about how teaching should be approached with year 6, whether this should be as a whole class or broken down into groups.</p> <p><b>School Dinners</b></p> <p>JC raised issues regarding school dinners on two levels. First, the feedback from pupils that meals are not liked, running out or not enough. Second, the systems that the school use for paying for meals is not working effectively. There was some discussion on this and Governors had a number of questions on what could be the</p>	2
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	<p>cause, as a result it was agreed to take this to the Resources Committee. JC suggested that a Governor be involved in any meetings with Pabulum, the catering providers.</p> <p><b>Action: AW</b></p> <p>AW drew attention to pupil mobility and the figures showing 76 new starters and 36 leavers across the school and commented that this must have an impact on teaching.</p> <p>The following questions were raised:</p> <p>Q: How can behaviour be managed? A: Give pupils some responsibility i.e. line monitors</p> <p>Q: What systems can be put in place to raise standards? A: Through training, teaching and support.</p> <p>The number of school meals in the Head Teacher’s report was highlighted by a Governor. JC informed Governors that this was correct and there were more on the pupil premium register which takes the total to over 100.</p>	3
12	<p><b>Governors visits to classes on 28<sup>th</sup> November 2015</b></p> <p>A report on Governors visits to school in November 2015 was circulated. The visit covered; safeguarding including pupils knowledge of anti-bullying procedures, a book scrutiny looking at books across the school and the ability ranges, the observations of 2 assemblies, and a meeting with the year 6 prefects.</p> <p>The next Governor visit to schools has been organised for Friday 18 March and the focus of this visit will need to be agreed.</p> <p><b>Action AW</b></p>	4
13	<p><b>Committee Reports</b></p> <p><b>Pupil Parents Church and Community Committee</b></p> <p>Minutes of the meeting held on 30 November 2015 were circulated and noted. AP highlighted items on attendance, the prevent strategy and community links.</p> <p><b>Resources Committee</b></p> <p>Minutes of the the meeting held on 12 October 2015 were circulated and noted. JN drew attention to the work that will be carried out on the entrance and that consultation will be undertaken on parking spaces. Govenors had agreed and signed off income and expenditure for Q2 and noted that school is still working to</p>	

	<p>an estimated end of year surplus of £51k adding to the next budget change. This will increase in Q3 to £88k but there are further costs to be incurred on pension and national insurance contributions. The next committee meeting will be scrutinising the proposed budget for 2016/17 before being presented to the next full governors meetings.</p> <p><b>Teaching and Learning</b></p> <p>Minutes of the meetings held on 5<sup>th</sup> October 2015 and 16 November 2015 were circulated and noted. SB drew Governors attention to results, the disconnection between KS1 and KS2 and systems that have been put in place to support pupils with their reading and writing.</p>	
14	<p><b>Safeguarding and Child Protection</b></p> <p><b>Prevent Strategy</b></p> <p>AW reported that he had visited school to give information to staff on the Prevent Strategy following training in November last year. Governors were informed that this is a whole school responsibility and that school should use the Children Protection Policy if signs of neglect or vulnerability to radicalisation were identified.</p> <p>AW read out the school values and the British Values Statement that Governors agreed in May 2015. AW stated that the main way that the school could confront wrong values was to be explicit in asserting its own values. A number of Governors were unhappy with the term British values stating that they were also universal values not particularly owned by this country. FLM also commented that the word 'radicalisation' made him feel uncomfortable as being a radical can often be a positive way of seeing the world.</p> <p>Governors were informed that staff had asked that faith be included alongside culture.</p>	
15	<p><b>Finance</b></p> <p>Governors were informed that further finance matters would be discussed at the Resources Committee meeting on Monday 1<sup>st</sup> February.</p>	
16	<p><b>Health &amp; Safety Matters</b></p> <p>Governors approved the update of the No Smoking Policy to include e-cigarettes. <b>Action: AW</b></p>	5
17	<p><b>Policy Updates</b></p> <p>Governors were informed that the Pupils Parents Church and Community Committee discussed the Safeguarding Policy and Audit in November. The policy and audit were approved and circulated to all Governors.</p>	

18	<p><b>Governor Training</b></p> <p>It was noted that Governors had attended the following training.</p> <ul style="list-style-type: none"> <li>• Pupil Premium Training – Chris Kent, December 2015</li> <li>• Prevent Training – Arthur Williams, November 2015</li> <li>• Government legislation regarding academies, Father Leonard and Arthur Williams, October 2015</li> <li>• Ofsted “Getting to Good” – Ester Akinmade, Josephine Copeland and Arthur Williams</li> <li>• Croydon Services to Schools – Josephine Copeland and Chris Kent</li> </ul> <p><b>Ofsted Training</b></p> <p>AW notified the Governing Body of the training evening on Ofsted. This training is to support the Governing Body to be prepared for an Ofsted inspection. Governors were asked to complete a pre-training task that was collected by AW for further work on the session.</p> <p><b>Action: AW</b></p>	6
19	<p><b>Dates of future meetings</b></p> <p>Monday 1 February at 6.30 pm, Resources Committee  Thursday 4 February at 6.30 pm, Governor Training  Monday 22 February at 6.30 pm, Training and Learning Committee  Monday 29 February at 6.30 pm, Pupil Parents Church and Community Committee  Thursday 18 March am, Governor visits to school  Thursday 28 April at 6.30 pm, Full Governing Board Meeting</p>	
20	<p><b>Any Other Business</b></p> <p>None.</p>	
21	<p><b>Review of meeting</b></p> <p>No review of this meeting undertaken.</p>	
22	<p><b>Publication of Minutes</b></p> <p>The minutes will be made available for publication with approval of the Chair.</p>	
23	<p><b>Any confidential staffing matters</b></p> <p>There were no confidential items at this meeting.</p>	
<p>There being no further business, JW closed the meeting with a prayer at 9.15pm</p>		



## Action Points

### Action points arising from Full Governing Body meeting on 28 January 2016

No:	Action	Lead	Status
1	Amendment of Resources Committee TOR to include information on Premises from the Diocesan Premises Committee	Clerk	
2	Pupil Premium – Finding information from last year and review	JC, AW, CK, HG	
3	School Dinners – to be discussed at Resources Committee	AW	
4	Governors Visits – Preparation for Friday 18 March 2016	AW	
5	Updating the No Smoking Policy	AW	
6	Ofsted Training - Preparation	AW	

Signed: _____	Print Name: _____
Chair of Governors / Trustees	Date: _____