



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

Minutes of the Governing Board Meeting  
held on 29 September 2016 at 6.30pm

Shelisha Bent (SB)	LA Governor	Present from 6.45pm
Chris Chikwendu (CC)	Foundation Governor	Absent
Jennifer Copeland (Head)	Head Teacher	Present
Robert Crokken (RC)	Parent Governor	Present
Chantal Doffoh (CD)	Staff Governor	Present
Hilary Grainger (HG)	Foundation Governor	Present
Chris Kent (CK)	Co-opted Governor	Present from 6.45pm
Father Leonard Marsh (LM)	Foundation Governor	Present
Jesse Nderitu (JN)	Foundation Governor	Absent
Stella Onwu (SO)	Foundation Governor	Present from 7.45pm
Aaron Porter (AP)	Foundation Governor	Present
Janice Rawlins (JR)	Co-opted Governor	Present from 6.45pm
Stephen Sin (SS)	Foundation Governor	Present
Jennifer Soaga (JS)	Parent Governor	Present from 6.35pm
Arthur Williams (Chair)	Foundation Governor	Present
Jonas Wontumi (JW)	Foundation Governor	Present from 6.35pm
Lynn Bruce	Governance Clerk	Present
Diane George (DG)	Deputy Head - Observer	Present
Debby Mc Cormack (DM)	Best Start Early Years Intervention Service	Present for item 5
Robert Lines (RL)	Croydon Council – Assets Manager	Present for item 5
David Sanders (DS)	Buildings and Capital Programmes Manager	Present for items 5 & 6

Item	Minutes	Action
1	<p><b>Welcome</b> The Chair opened the meeting and welcomed everyone especially Diane George, Debby McCormack, Robert Lines and David Sanders.</p> <p><b>Apologies</b> No apologies were received in advance of the meeting.</p>	
2	<p><b>Declaration of Interests</b> The quorum for this meeting is 50% of membership. The Clerk confirmed the meeting to be quorate.</p> <p>Governors were asked to update any declaration of pecuniary, business or personal interests they may have regarding this agenda. None were declared.</p> <p>The Chair asked for notification of AOB at this point and two items were added to other areas of the agenda.</p>	
3	<p><b>Reflection by Father Leonard Marsh.</b> FLM offered his thoughts to the GB reflecting on Dr Welby, Archbishop of Canterbury addressing Head teachers at Coventry about the Church of England</p>	

	<p>and Education.</p> <p>He talked about a vision when it comes to education and used the text from John 10:10 'I have come that they may have life and use it more abundantly' as a guide to what he felt church leaders/schools should be doing e.g.</p> <ul style="list-style-type: none"> <li>• Brexit – research shows many people who voted to leave the EU believe the present systems of our society, including education have not worked for them;</li> <li>• Mental Health issues for young people where a recent study showed that three children out of every class are suffering some form of mental health issue;</li> <li>• Religiously motivated violence – prevent strategy has been discussed at the GB – consider whether there needs to be a shift to a vision narrative;</li> <li>• Dignity and respect for all;</li> <li>• Deeper Christian identity and encourage others to contribute from their own understandings and</li> <li>• Educating the community and living together is the root.</li> </ul> <p>Locally LM would like Governors to reflect on;</p> <ul style="list-style-type: none"> <li>• How the ethos is reflected around the school and</li> <li>• Exploring the introduction of the Eucharist (central act of worship for the church) which has recently been observed at St Peters School.</li> </ul> <p>During the last two years there has been a choir which is now being recruited to. A letter went out to families and around 30 families have shown an interest. The first outing will be 16 October at the Church for Harvest Festival. The organist has been attending to assist. Building relationships with the families will be addressed next.</p> <p>Relationships with the wider community was mentioned within the Statutory Inspection of Anglican and Methodist Schools (SIAMS) report. LM informed Governors he is the local Dean for 12 churches in North Croydon and works with a project group - London Citizens. The group has addressed two areas (housing and rubbish) and has secured funding for two years. The organiser may be interested in speaking with schools to form a working link.</p> <p>LM was thanked for his thoughts and reflections.</p>	
4	<p><b>Election of Chair/Vice Chair</b></p> <p>The Clerk had not received any advance nominations for Chair and there were no self-nominations. Chris Kent nominated Arthur Williams and The Head seconded the nomination therefore as Arthur consented, he was duly elected as Chair of the GB for the academic year.</p> <p>The new Chair did not receive any nominations for Vice Chair and there were no self-nominations. Governors agreed to elect Jesse Nderitu as Vice Chair (his consent will be sought after the meeting).</p>	

	<p><b>Action: Clerk</b> to update records and inform Governors Services (GS)</p>	<p>1</p>
<p>5</p>	<p><b>Future of school keeper's house</b> AW explained where the school house is located and that it belongs to the LA along with the land.</p> <p>The Chair and the Head met with DS and RL last term to receive an outline of future use of the building.</p> <p>RL explained it is important to work in partnership with the school. The LA has been looking at the most feasible, practical use of the building. The best use would be residential however being so close to the school this was felt not appropriate, another was a nursery which the school already has.</p> <p>The building would require significant work to be carried out as there are structural issues and subsidence. The LA are looking to spend around £50,000 to refurbish the building.</p> <p>At this point RL handed the meeting over to DM who explained how her programme would work, benefitting the local community.</p> <p>The LA are working to develop an integrated pathway for children under 5. Their partners (midwifery, health visitors, community and voluntary sector and Early Years provision) would like to form a collective approach to supporting very young families. This service has been called the Best Start Program. This service was launched in May with the restructuring of all key partners. Parent Infant Partnership (PIPUK) are supporting Best Start to develop a local service for very young families to receive nurturing or 1:1 support. The team using the premises would be made up of 2.5 (fte) staff. There is a centre in the south of the Borough currently being refurbished.</p> <p>DS and Governors raised a number of questions around:</p> <p>Security, communication, lighting, cleanliness of area, late nights, conflict of access via car park, pedestrian access, staff car parking, fencing, signposting, funding, usage, anticipated hours, Christian ethos.</p> <p>Usage is envisaged as daytime (incl Saturday) and school holidays. Safeguarding policies will all be in place. There is a possibility of a car park area at the front of the building. Architectural information will be shared with the school when available.</p> <p>The program has been approved by the Council Cabinet therefore the intention is to have the development work to be carried out by 2018. There is a commitment of funding for 3 years. '1001 critical days' is a helpful document that Governors could read to have more insight to future projects.</p>	

	<p>The LA will require an answer as soon as possible as they would like to be open by Christmas. The Head and DS will meet outside of this meeting to approve the day to day workings of the project.</p> <p>Governors would like a representative of the school to attend the Best Start steering group which DM has agreed to look into.</p> <p>The Chair thanked both RL and DM for attending this evening and they left the meeting at this point.</p> <p>Governors agreed to write to the LA giving their support for the future use of the house but seeking clarification on the issues that were raised at the meeting.</p>	
6	<p><b>Finance</b></p> <p>When the school became a voluntary aided school in 2012 the school took on extra responsibilities including obligations to contribute 10% of building costs. The school entrance improvements have been funded by the Diocese however the school is required to pay its contribution through the Diocese. Previously money has come from the school budget however this has an impact on the children.</p> <p>AW circulated a draft letter sharing these obligations with parents, requesting voluntary payments. Gift aid can be included. Ways to pay will be looked at bearing in mind anonymity. Auditing trails are required. Governors may need to look at fundraising options or local businesses may be willing to offer donations.</p> <p>This will be raised at the parent's forum on 11 October 2016 and then the letter will be sent out after half term.</p> <p>DS was thanked for his contributions and left the meeting at this point.</p> <p>Governors ratified the Q1 Income and Expenditure approved by the Resources Committee on 7 July 2016 and the Parent contribution to the school arrangements.</p>	
7	<p><b>Pecuniary Interest form</b></p> <p>All Governors present signed their pecuniary interest form and then gave it the Clerk. <b>Action: Clerk</b> to chase outstanding forms from CC and JN.</p> <p><b>DBS</b></p> <p>The Chair confirmed that DBS checks on the Single Central Record were up to date apart from renewals of CK, RC and JN. ZP has agreed to get these completed as soon as possible.</p> <p><b>Code of Practice</b></p> <p>All Governors present signed the original code of practice document which</p>	2

	<p>the Clerk will hold until all signatures are sought. <b>Action: Clerk</b> to signature from CC &amp; JN.</p> <p><b>School Visit Policy</b> Governors agreed and approved the School Visit Policy. The Chair signed the document. <b>Action: Clerk</b> to add Policy review schedule.</p> <p><b>Governor expenses</b> Governors agreed and approved the allowances policy. The Chair signed the document. <b>Action: Clerk</b> to add Policy to review schedule.</p> <p>Governors approved that everyone at this Committee would receive a ream of paper for printing future Governor related paperwork.</p>	<p>3</p> <p>4</p> <p>5</p>						
8	<p><b>Minutes of 28 April 2016</b> Governors agreed and approved the minutes of the meeting held on 28 April 2016 to be a true and accurate record of the meeting.</p> <p><b>Matters Arising</b> There were no matters arising that were not on the Agenda.</p> <p><b>Action points</b> All action points were completed.</p>							
9	<p><b>Constitution of the Governing Board</b> Governors discussed the GB membership and noted the LA approved SB's term of office to be extended for another four years (31/08/20).</p> <p>The PCC approved another four years for JN (31/08/20) and SO (31/08/20).</p> <p>The Chair reported he received verbal confirmation that the SDBE approved his term for another four years (31/08/20).</p> <p><b>Action: Clerk</b> to update term of office for SB, JN, SO and The Chair then notify GS.</p> <p><b>Committee Membership</b> Governors agreed the Committee Membership to be;</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 33%;">Resources Committee</th> <th style="width: 33%;">Teaching &amp; Learning Committee</th> <th style="width: 33%;">Pupils, Parents and Community Committee</th> </tr> </thead> <tbody> <tr> <td>Shelisha Bent Chris Chikwendu - <b>Vice</b> Josephine Copeland Robert Crokken Chantal Doffoh Jesse Nderitu - <b>Chair</b> Stella Onwu Arthur Williams</td> <td>Shelisha Bent - <b>Chair</b> Robert Crokken Chantal Doffoh Hilary Grainger Chris Kent - <b>Vice</b> Aaron Porter Janice Rawlins Stephen Sin</td> <td>Shelisha Bent Chantal Doffoh Chris Kent <b>Vice</b> Father Leonard Marsh Aaron Porter <b>Chair</b> Janice Rawlins Stephen Sin Jennifer Soaga</td> </tr> </tbody> </table>	Resources Committee	Teaching & Learning Committee	Pupils, Parents and Community Committee	Shelisha Bent Chris Chikwendu - <b>Vice</b> Josephine Copeland Robert Crokken Chantal Doffoh Jesse Nderitu - <b>Chair</b> Stella Onwu Arthur Williams	Shelisha Bent - <b>Chair</b> Robert Crokken Chantal Doffoh Hilary Grainger Chris Kent - <b>Vice</b> Aaron Porter Janice Rawlins Stephen Sin	Shelisha Bent Chantal Doffoh Chris Kent <b>Vice</b> Father Leonard Marsh Aaron Porter <b>Chair</b> Janice Rawlins Stephen Sin Jennifer Soaga	6
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Jonas Wontumi	Jennifer Soaga Arthur Williams	Arthur Williams
<b>Admissions Committee</b>	<b>Pupil Discipline Committee</b>	<b>Staff Discipline Committee</b> <b>Three members required</b>
	Shelisha Bent Jesse Nderitu Stella Onwu	Shelisha Bent Chris Chikwendu Father Leonard Marsh Jesse Nderitu
<b>Headteacher's Performance Management Committee</b>	<b>Pay Committee (Three members required)</b>	<b>Pay Review Committee (Three members required)</b>
	Chris Chikwendu Aaron Porter Jonas Wontumi Arthur Williams	Shelisha Bent Hilary Grainger Father Leonard Marsh Jesse Nderitu

Governors agreed Link responsibilities to be;

<b>Child Protection/ Safeguarding Governor</b> Shelisha Bent	<b>Special Educational Needs Governors</b> Chantal Doffoh Janice Rawlins	<b>Training &amp; Development Link Governor</b> Vacancy
<b>Finance Governor</b> Chris Chikwendu	<b>Pupil Premium Governors</b> Hilary Grainger (Finance) Chris Kent (Impact)	<b>Maths Governor</b> Stephen Sin
<b>Literacy Governors</b> Aaron Porter Janice Rawlins	<b>Early Years and Foundation Stage Governor</b> Stella Onwu	<b>Food and Nutrition Governor</b> Shelisha Bent
<b>Creative Arts/Gifted and Talented Governor</b> Vacancy	<b>School Website Governor</b> Jesse Nderitu	

**Action:** Clerk to update records.

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**Changes in Governor contact details**

Governors circulated the contact sheet and amendments were given to the Clerk.

10 **Ofsted Report July 2016**  
The Chair highlighted strengths contained in the Ofsted report. Governors then looked at the report and took part in an exercise identifying strengths/weaknesses and support to assist the school to move forward. This been recorded on a separate sheet available to Governors.

11 **Head Teacher Report**  
End of year assessment shows the school is below national at 42% for Reading,

	<p>Writing and Maths combined.</p> <p>Progress is now being assessed using a different system e.g. -5 for reading, -7 for maths - the School is above these targets.</p>	
12	<p><b>Committee Reports</b></p> <p>Governors noted previously circulated minutes from PPCC minutes 13/06/16; RC minutes – 07/07/16 &amp; 01/02/16 and T&amp;L minutes - 19/04/16.</p>	
13	<p><b>Approval of school dates</b></p> <p>Governors noted 5<sup>th</sup> July 2016 was a 'strike' day for some teachers.</p> <p>Governors noted the INSET days for 2016/17.</p> <p>Governors approved the residential school journeys.</p>	
14	<p><b>Governor Training and Development</b></p> <p>Governors noted the new training programme which is available to view and book at <a href="http://sla.octavopartnership.org/Courses">http://sla.octavopartnership.org/Courses</a></p> <p>Governors noted the Diocese training programme.</p> <p>Governors also noted participation on The Bishops Certificate Training Course 2016-17. SS, AW and CK attended and they would like to set up a Faith Committee.</p>	
15	<p><b>Future meetings</b></p> <p>Governors confirmed dates of future meetings to be 6.30pm unless specified.</p> <ul style="list-style-type: none"> <li>• <b>Autumn</b> <ul style="list-style-type: none"> <li>GB 29/09/16</li> <li>Parents Forum 11/10/16 9am</li> <li>RC 12/10/16</li> <li>PPCC 19/10/16</li> <li>T&amp;L 09/11/16</li> <li>Governor school visit (morning) 11/11/16</li> <li>GB 30/11/16</li> </ul> </li> <li>• <b>Spring</b> <ul style="list-style-type: none"> <li>PPCC 25/01/17</li> <li>RC 08/02/17 - Benchmarking</li> <li>GB 22/02/17</li> <li>T&amp;L 08/03/17</li> <li>Pay Committee due</li> <li>RC 20/04/17</li> <li>GB 26/04/17</li> </ul> </li> <li>• <b>Summer</b> <ul style="list-style-type: none"> <li>PPCC 24/05/17</li> <li>T&amp;L 28/06/17</li> <li>RC 05/07/17</li> <li>GB 10/07/17</li> </ul> </li> </ul>	

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16	<b>Publication of Minutes</b> Governors agreed there were no items declared confidential and recorded separately under 'confidential items'.	
17	<b>Any confidential staffing matters</b> The Chair will update Head Teacher's performance management targets at the next meeting.	
There being no further business, the Chair closed the meeting at 9.05pm.		

Signed as a true and accurate record of the meeting.	
Chair's signature	
Chair's name	
Date	

Item	Action	Owner	Status
1	Update records and inform Governors Services of elections.	Clerk	Open
2	Chase outstanding PI forms from CC and JN.	Clerk	Open
3	Chase Code of Practice signatures from CC and JN.	Clerk	Open
4	School Visit Policy to review schedule.	Clerk	Open
5	Governors Allowance Policy to review schedule.	Clerk	Open
6	Update term of office for SB, JN, SO and The Chair then notify GS.	Clerk	Open
7	Update Committee Membership and Link Responsibilities.	Clerk	Open