

**The Governing Body of
All Saints' Church of England Primary School
Upper Beulah Hill
Upper Norwood SE19 3LG**

**Minutes of a Governing Body meeting
Held on Wednesday 3 December 2014 at 6.30pm**

Present:	Esther Akinmade (EA) Milen Bennett (MB) Shelisha Bent (SB) Jennifer Brown (JB) Christopher Chikwendu (CC) Chantal Doffoh (CD) Jane Elliott (JE) Ayshea Hay (AH) Chris Kent (CK) Jesse Nderitu (JN) Janice Rawlins (JR) Stephen Sin (SS) Arthur Williams (AW) Jonas Wontumi (JW)	Foundation Governor (until 8.40pm) Parent Governor LA Governor Foundation Governor (from 6.50pm) Foundation Governor Teaching Staff Governor (until 8.40pm) Head Teacher (from 8.45pm) Parent Governor (from 6.45pm) Co-opted Governor Foundation Governor (from 6.50pm) Co-opted Governor (until 8.40pm) Associate Member Foundation Governor (Chair) Foundation Governor
Also Present:	Carol Fagan	Clerk to the Governing Body
Apologies:	Leonard Marsh	Foundation Governor
Absent:	Stella Onwu	Foundation Governor

1. Opening Prayer

Arthur Williams (AW) welcomed everyone. He opened the meeting with a prayer, asking everyone to think about the true meaning of advent and Christmas.

2. Welcome and Apologies for Absence

Apologies for absence were received from Father Leonard Marsh, due to a Church commitment. Jennifer Brown and Jesse Nderitu had sent apologies for their anticipated late arrival. The governing body accepted these apologies.

3. Quorum

The meeting was declared quorate, with ten of fifteen governors in attendance at 6.30pm. (This rose to 13/15 by 6.50pm).

4. Declaration of Pecuniary Interests

Governors were asked to declare any pecuniary interests relating to the agenda items for this meeting. None were declared.

5. Minutes of the Previous Meeting

Subject to the following amendments, the minutes of the meeting held on 18 September 2014 were agreed as a true record and signed by the Chair:-

Page 1, attendance list to include Kamaljit Kaur

Page 1, paragraph 1, sentence 2 to read 'Kamaljit Kaur'

Page 7, paragraph 1, sentence 1 to read 'signed off by Jolyon Roberts'

The signed minutes were passed to JE for the school's minute book.

6. Matters arising from the Minutes (Not included elsewhere on the agenda)

Traffic Concerns: AW was pleased to report that Croydon Council had now painted yellow lines on the road opposite the school entrance.

Governing Body Statement of Commitment: Governors had agreed at the last meeting to adopt the SDBE's Governing Body Statement of Commitment. The clerk had circulated a personalised version for All Saints Church of England Primary School and all governors were asked to sign a copy.

MB queried the principle of governors not speaking out against governing body decisions in public or in private. It was explained that governing body decisions were corporate and collective decisions and governors should not speak out against them outside of meetings, even if they had expressed some reservations during a meeting.

The clerk would obtain signed copies of the statement of commitment from any absent governors before forwarding all copies to the school office. **Action: Clerk**

Committee Membership: The committee membership list had been updated as agreed at the September meeting and circulated with the minutes.

Maths Workshops for Parents: These had taken place and would be reported on later in the meeting.

Governance Review: This had taken place and would be reported on later in the meeting.

Attainment and Progress Data Reports: The Church and Community Committee had started to look at ways of engaging parents.

Early Years data would be presented to the Teaching & Learning Committee at its next meeting. **Action: JE/Teaching & Learning Committee agenda item**

Governors' DBS Checks: Jonas Wontumi had given his DBS documentation to the Head Teacher this evening. This would be passed to the School Business Manager for processing. **Action: JE**

7. Governing Body Membership

Following her attendance at the September meeting Kamaljit Kaur had contacted the Chair to say that she had not previously understood the level of commitment and responsibility expected of governors. She had therefore withdrawn her interest in filling the Foundation Governor vacancy.

The Chair explained that governing bodies were now required to appoint governors based on the skills they could bring. A skills audit would be carried out before the next meeting to identify any particular skills gaps which needed to be filled when appointing to this vacancy. **Action: AW/Clerk/Governing Body agenda item**

8. Ofsted Action Plan

The Chair explained that, following the Ofsted inspection in June 2014, the school had drawn up an action plan detailing the work needed to move the school forward from the judgment of 'requires improvement' to 'good'. There were particular recommendations relating to the governing body under the heading of leadership and management. These were to:-

- Strengthen governance so governors have a deeper understanding of information about pupils' performance so they can challenge more effectively and provide better strategic leadership.
- An external review of governance should be undertaken in order to assess how this aspect of leadership and management may be improved.

The point of the governance review was to look at how governors could improve their support of the school. It was suggested that during discussion of this agenda item each governor consider how they would respond to parents if asked what the governing body had done to respond to the Ofsted inspection.

HMI Report:

HMI had visited in October to look at what steps the leadership had taken to move the school forward. An inspector had spent a whole day in school visiting classes and speaking to staff and governors. The subsequent report highlighted that senior leaders and governors were taking effective action to tackle the areas requiring improvement identified at the recent section 5 inspection. It recommended that the school should take further action to:-

- ensure that the frequency and rigour of leaders' checks on the quality of teaching and on pupils' progress are maintained
- make the most of the benefits offered through working with the Local Leader of Education linked to the school.

The report showed that governors had made a good start in addressing the key issues. It was important to ensure that this continued. In response to a governor's question it was confirmed that the HMI report had been sent out to parents and published on the school website.

SB asked whether HMI had confirmed a date for a return visit. JE explained that, as the school had made a good start in addressing the key issues, HMI would not necessarily be visiting again. They would however be looking at governing body minutes and data and would return if they had any concerns about these.

Head Teacher's Report:

The Head Teacher's Report had been circulated in advance of the meeting. JE took governors through her report, highlighting the following areas:-

- **Staffing Changes** – Recorded in Part B of the minutes.
- **Staff Training** – Training had been very much focussed on the Ofsted action plan. JE and EA had attended a very useful Ofsted 'Getting to Good' seminar. The content of this would be built into the action plan next term.
- **Leadership and Management** – The Ofsted action plan had been updated and RAG rated as a result of meetings with the LA and SDBE partners and SLT feedback. (AH had been unable to access the meeting papers sent via LGFL and JE therefore agreed to send her a printed copy of her report and the Ofsted action plan. **Action: JE**)
- **Assessment** – JE reminded governors that the school was working with a new curriculum and had not yet committed itself to an assessment system following the Government's withdrawal of the previous levels.
- **Quality of Teaching** – Recorded in Part B of the minutes
- **Achievement of Pupils** – The latest summary data had been circulated to governors and examined by the Teaching & Learning Committee.
- **Target Setting** – Recorded in Part B of the minutes

Ofsted Action Plan:

JE took governors through each section of the action plan, detailing progress to date:-

Priority 1: Improve teaching so more pupils make faster progress in reading and mathematics, especially at KS2 by:

Providing greater challenge for more able pupils so that more reach higher levels - Teachers had undertaken two training sessions and were imbedding this training in the classroom. The impact would be evaluated during the next INSET day. In the meantime this section was colour coded yellow.

Giving pupils more precise guidance as to how they can improve their work – Staff had met to review the feedback and marking policy prior to the HMI visit. HMI had subsequently highlighted the need to ensure that everything teachers did made a difference to children's progress. EA had therefore set up a working party of five teachers to look at tightening up the policy. JN commented that the marking of homework had improved greatly and he understood that the teachers' working party would be looking to make this more consistent.

Ensure pupils have time to act on the advice given when marking – This was coded green as at the beginning of each day children were now being given time to look at marking from the previous day and respond to it. Evidence of this could be seen in children's books and from governors' discussions with pupils.

Using additional funding more effectively so that more eligible pupils can make accelerated progress in order to catch up with their classmates (see separate 2014 data analysis reports for baseline) – Linda Harvey, Head Teacher at Beaumont Primary School, had made two visits to review how the school was using its Pupil Premium money. Rhiannon Fennimore, Acting Inclusion Manager, was now reviewing the school's Pupil Premium Action Plan to ensure that it included the good practice recommended from the review. In addition, Rhiannon and Michaela Groves, School Business Manager, had been on a course about maximising the impact of Pupil Premium Funding and had brought back a number of ideas. These would be collated and considered when setting the budget for April. Some new interventions were now up and running and these were being reviewed every half-term to assess their impact.

Priority 2: Manage pupils' behaviour more effectively by:

Helping pupils to take more responsibility for their own behaviour around the school and when learning in lessons – The need for a consistent approach to the behaviour policy would be fed into the next INSET day in January when all staff were together.

MB stated that Ofsted's judgement about behaviour seemed to stem from some comments made by staff and parents in the June questionnaire. He therefore felt it was important to look at the school's public image and improving parents' perceptions. JE replied that a questionnaire sent to parents this term had asked if people understood the expectations of the school as to how behaviour was managed. The response had been mostly positive, which seemed to contradict the inspection's findings. AH asked how many responses had been received and was informed that 72 completed questionnaires had been received, representing about 120 children. AH commented that the number of responses received did not necessarily give a true reflection of parents' views. It was clear that the school was working hard to develop communication with parents. However, it seemed that not all parents were reading the information sent home. AW acknowledged that parental engagement was still a huge challenge and it was important for the governing body to look at different ways of communicating. MB felt that the school should make its complaints procedure absolutely clear to parents to ensure that they used the proper channels. JE confirmed that the complaints procedure was available on the school website and in the office. AH had some ideas around this procedure which she would take to the Pupil Welfare Committee meeting.

Priority 3. Develop leadership and management by:

Increasing the involvement of leaders responsible for subjects in improving the quality of teaching and learning so that more pupils make good and outstanding progress – EA was meeting with subject leaders every two weeks and Claire Boag had provided them with some training on RAISEonline and their strategic role as leaders.

MB referred to Ofsted's comment that middle leaders were not sufficiently involved in checking the teaching in their subjects. He asked what this meant and what the school had put in place to address it. JE explained that phase leaders led across key stages and were part of the senior leadership team that meet every week. Subject leaders led subjects. The phase leaders had been asked to provide a summary for the term, outlining what their impact had been in each of the Ofsted areas. EA was now meeting

regularly with subject leaders and they had received training about how to raise standards in their subjects. Minutes of the regular meetings were available for governors to see. MB asked what tangible evidence there was to show that the subject leaders were more involved. EA explained that standard report templates were now being used by all subject leaders.

Strengthening governance so governors have a deeper understanding of information about pupils' performance so they can challenge more effectively and provide better strategic leadership – The governance review had now been carried out and governors would be addressing the recommendations arising from it. A governor training session on RAISEonline had been provided by Claire Boag.

Governors' Monitoring Visit:

It was unfortunate that only three governors had been able to participate in the monitoring visit held on 11 November. It would therefore be necessary to look at planning in other opportunities for people to come in and look at the action plan. AH commented that she had not felt sufficiently prepared to carry out a monitoring visit. It was pointed out that the purpose of the recent RAISEonline training session was to advise governors on what they should be looking for during forthcoming visits. JE reminded governors that they could make arrangements to come into school to look at any areas which interested them. Giving a week's notice of any visits would ensure the availability of appropriate staff. AW reminded governors that the protocol for visits was set out in the Governors' Visits Policy.

During the visit on 11 November the three governors had looked at children's books and seen that there was consistency in marking. They had also spoken to children who had said they understood the marking and what they needed to do to respond to it. The governors had also attended a whole school assembly celebrating Remembrance Day and looked at the various literacy requirements. Overall this had been a good visit from which it could be seen that marking was having a real impact and that children were benefitting from it.

Pupil Premium Update:

Rhiannon Fennimore, Acting Inclusion Manager, would be reporting to the next governing body meeting on the impact of Pupil Premium funding. **Action: Governing Body agenda item**

Ofsted Issues from Committee Reports:

Committees had updated their terms of reference to reflect the priorities of the action plan.

Parents' Forum and Maths Workshop:

The first Parents' Forum meeting had taken place. More work needed to be done in promoting these meetings and Parent Governors were asked to encourage people to come.

Approximately 20 junior parents were regularly attending the maths workshops. EA would look at providing both morning and afternoon sessions to offer alternative times.

Governor Training:

As noted earlier in the meeting, JE and EA had attended an Ofsted session on getting to good. AW and MB were aiming to attend the next session. **Action: AW and MB**

9. Review of Governance and Governor Training

Governance Review:

As required by Ofsted, the governing body had commissioned a governance review. The report had been circulated to all governors. The governing body **agreed** that the committee chairs would form a working party to compile a plan to address the findings and bring this back to the next meeting. In the meantime governors noted the following key points from the report:-

- As the governing body for All Saints Church of England Primary School had been constituted under the 2012 regulations, it was not required to reconstitute before 2016.
- It was recommended that the governing body review its committee structure and consider reducing the number of committees. This would increase efficiency and avoid overlapping of responsibilities. The clerk offered to provide model structures adopted by other governing bodies.
- It was not recommended for the Chair of Governors to chair committees.
- The report recommended the governing body to look at succession planning and at developing governors' skills to take on some of the Chair of Governors' workload. SB had been undertaking the Chairs' Leadership Programme and recommended this to all committee chairs.
- It was recommended that agendas were structured with items requiring more in-depth discussion at the beginning. Governors' pre-meeting planning should include reading all agenda papers thoroughly and giving JE notice of any questions they wished to raise at the meeting. This would enable a full response to be given at the meeting.
- Action points should be clearly recorded in minutes and on a separate action point list.
- Consideration should be given to producing an annual report to parents. Governors acknowledged that this would involve a lot of hard work but might not necessarily be the most effective way of reporting to parents. JN referred to a suggestion he had made at a previous meeting about informing parents of an upcoming governing body meeting and inviting them to forward any issues they would like discussed.

AW would liaise with the committee chairs to arrange a working party meeting. **Action:**
AW

Feedback from RAISEonline Training:

JN felt it was extremely unfortunate that not all governors had been able to attend the recent RAISEonline training session provided by Claire Boag. The session had provided a lot of detailed information about the RAISEonline data and how governors could understand what it was telling them about school performance. The session had also allowed governors to compare All Saints with other schools. It was important for all governors to be aware of this important information and the Chair would therefore be looking at how it could be shared with those who had not attended the session. **Action:**
AW

Feedback from Maths and English Curriculum Training Sessions:

Chris Kent had attended Croydon's recent governor training sessions on the maths and English Curriculums and found these very useful. She had discussed some questions arising from these with Rhiannon Fennimore and would report in more detail to the Teaching and Learning Committee. **Action: CK/Teaching and Learning Committee agendas** Chris was thanked for an excellent piece of work and following up her training in school.

10. Annual Review of Committee Terms of Reference

Each committee had reviewed its terms of reference and updating them to reflect the priorities of the Ofsted action plan. The governing body **approved** the terms of reference for 2014/15 as circulated.

11. Policy Reviews

Governor Visits Policy: The governing body **agreed** to adopt Croydon's model Governor Visits Policy for 2014/15.

SS asked if the governing body had considered assigning a duty governor each month. It was agreed that this could be considered when reviewing the committee structure.

Action: Governance Review Working Party

12. Committee Reports

Minutes of the autumn term committee meetings had been circulated to all governors for information. Committee chairs were asked to give a brief summary of any particular items for the governing body to be aware of:-

Finance & Personnel Committee: The committee would be meeting at 6.30pm on Monday 8 December. All governors were invited to attend this meeting, which would include some benchmarking training provided by John Fennell from JCA School Support. CD asked whether the committee would be looking at upgrading ICT resources, which was becoming a concern for staff. JE agreed that ICT was becoming a barrier to learning. There were some particularly good web based learning schemes for Pupil Premium children which the school was unable to use without Wi-Fi and learn pads. Some quotes had been emailed to Finance & Personnel Committee members and the School Business Manager would be bringing a further quote to Monday's meeting. AH asked whether the school explored grant opportunities. It was explained that it was part of the School Business Manager's role to explore such avenues. She would be asked to report on this at the meeting.

Teaching & Learning Committee: SB, Chair of Teaching & Learning, drew governors' attention to the data contained in the Head Teacher's Report. She reiterated the point made earlier about the importance of the RAISEonline training, stating that it was absolutely crucial for all governors to be able to interpret the data that the Head Teacher provided.

Pupil Welfare Committee: JB, Chair of Pupil Welfare, drew governors' attention to a drop in attendance due to an outbreak of chicken pox which had affected about 60 children.

It was confirmed that the safeguarding audit had been signed off and submitted to Croydon.

Premises, Health and Safety: This committee was due to meet tomorrow.

Church and Community Committee: The committee had held a good discussion about parental involvement and looked at the responses to the parents' questionnaire. Following on from this evening's discussion, the committee would look at different ways of communicating with parents. **Action: Church and Community agenda item**

13. Correspondence – Recorded in Part B of the minutes

14. Any Other Urgent Business

Playground Improvements: CD asked whether the Finance Committee could look at funding some equipment to address behaviour in the playground. JE explained that the school had recently upgraded part of the playground. Further work would be carried out as and when the budget allowed.

Phase Leader Budgets: CD asked whether phase leader budgets could be increased. It was explained that the governing body would start to plan the 2015 budget at the beginning of next term.

School Christmas Fair: Governors were reminded that the school's Christmas Fair would be taking place from 3.30 to 5.30pm on Friday 5 December and that the governing body would be running a stall.

15. Date of Next Meeting

Thursday 12 February 2015 at 6.30pm

16. Did this meeting make a difference?

It was hoped that governors were now more secure about responding to Ofsted.

17. Closing Remarks and Prayer

AW thanked governors for their time and commitment.

18. Confidentiality

Members of staff withdrew from the meeting at 8.40pm for the discussion of confidential staffing matters. These would be recorded in Part B of the minutes, which would remain confidential to the governing body.

There being no further business for discussion, the meeting closed at 9.15pm

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