

**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 Thursday 12 February 2015 at 6.30pm**

<b>Present:</b>	Esther Akinmade (EA) Milen Bennett (MB) Shelisha Bent (SB) Christopher Chikwendu (CC) Chantal Doffoh (CD)	Acting Head Teacher Parent Governor (from 7.35pm) LA Governor (from 6.45pm) Foundation Governor (from 6.45pm) Teaching Staff Governor (from 8.15pm)
	Chris Kent (CK) Leonard Marsh Jesse Nderitu (JN) Stella Onwu Janice Rawlins (JR) Arthur Williams (AW) Jonas Wontumi (JW)	Co-opted Governor Foundation Governor Foundation Governor (from 8.15pm) Foundation Governor (from 7.15pm) Co-opted Governor (from 6.45pm) Foundation Governor (Chair) Foundation Governor
<b>Also Present:</b>	Elena Bassarskaya (EB) Rhiannon Fennemore Carol Fagan	SLT Member Inclusion Manager (until 7.30pm) Clerk to the Governing Body
<b>Apologies:</b>	Jennifer Brown (JB) Ayshea Hay (AH) Stephen Sin (SS)	Foundation Governor Parent Governor Associate Member

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## 1. Opening Prayer

Father Leonard Marsh (LM) opened the meeting with a prayer.

## 2. Welcome and Apologies for Absence

Arthur Williams (AW), Chair of Governors, welcomed everyone to the meeting and extended a particular welcome to Rhiannon Fennemore, Inclusion Manager, who would be presenting a Pupil Premium report to governors, and Elena Bassarskaya, SLT Member, who was attending as an observer.

Apologies had been received from Jennifer Brown, who was unwell and Ayshea Hay who had suffered a bereavement. The governing body accepted these apologies. Apologies had also been received from Stephen Sin, but no reason had been given. Governors agreed that the reason for Stephen's absence should be clarified before his apologies were accepted. **Action: AW/Clerk**

Milen Bennett and Janice Rawlins had sent apologies for their anticipated late arrival.

### **3. Confirmation of Quorum**

The meeting was not quorate at 6.30pm and any items requiring a decision were therefore deferred until a quorum was achieved.

**Declaration of Interests** – Deferred until meeting quorate

**Approval of Minutes** – Deferred until meeting quorate

**Matters arising from the Minutes** – Deferred until meeting quorate

**Pupil Premium Report** – Deferred until meeting quorate

**Governing Body Structure and Membership** – Deferred until meeting quorate

**Head Teacher Recruitment Update** – Deferred until meeting quorate

**Ofsted Action Plan** – Deferred until meeting quorate

**Governor Training** – Deferred until meeting quorate

### **15. Correspondence**

The Chair had received a letter from a parent. He had arranged to meet with the parent after half-term.

Governors had been informed of a road accident in January when a child had been knocked down near the school. AW had subsequently written to Croydon's Senior Engineer asking him to look at repositioning the school warning sign which he felt was currently in the wrong place. AW had also written to the parents of the child informing them of the action taken by the school. Thanks were recorded to EA for the way in which the incident had been handled.

*(The meeting was declared quorate at 6.45pm with eight of fourteen governors in attendance. This increased to 12/14 by 8.15pm.)*

### **4. Declaration of Pecuniary Interests**

Governors were asked to declare any pecuniary or personal interests in the agenda items for this meeting. EA was considered to have a personal interest in the head teacher recruitment and would withdraw from the part of the meeting where this was to be discussed.

### **5. Minutes**

The minutes of the meeting held on 3 December 2014 were agreed as a true record and signed by the Chair. The signed minutes were passed to the Acting Head Teacher for the school's minute book.

The confidential minutes of the meeting held on 15 January 2015 would be approved at the next meeting. **Action: Governing Body Agenda Item**

## 6. Matters arising from the Minutes

A rolling action sheet had been circulated with the previous minutes. Matters arising were noted as follows:-

**Governors' Statements of Commitment:** The Clerk confirmed that all governors had signed a copy of the All Saints Governing Body's Statement of Commitment.

**Early Years Data:** This data was included in the Head Teacher's Report

**DBS Documentation:** Jonas Wontumi (JW) had provided his documentation and was awaiting his DBS certificate. Certificates for Arthur Williams (AW) and Stella Onwu (SO) were due for renewal and they had both provided the necessary documentation.

**Governing Body Skills Audit:** Included as a separate agenda item

**Paper copies of Head Teacher's Report:** It was confirmed that the paper copies requested by Ayshea Hay had been provided.

**Pupil Premium Report:** Included as a separate agenda item

**Ofsted Training Session:** AW had attended the Ofsted training session. Milen Bennett had been unable to attend.

**Governance Review Working Party:** The working party had met on 20 January 2015. The working party's initial recommendations had been circulated to governors for discussion at this meeting.

**RAISEonline Training:** About half of the governing body had attended a RAISEonline training session led by Claire Boag in November. EA had offered to provide a workshop for those governors who were unable to attend. AW reminded governors that data interpretation was one of the key skills which Ofsted would expect governors to have and he therefore urged all governors to contact EA to take up her offer. **Action: All governors who have yet to undertake RAISEonline Training**

*(Janice Rawlins, Shelisha Bent and Chris Chikwendu joined the meeting at this point)*

**Feedback from curriculum training sessions for governors:** Chris Kent had provided feedback from her attendance at the maths and English curriculum training sessions at the recent Teaching and Learning Committee meeting.

**Duty Governor of the Month:** The Chair had considered the proposal put forward at the previous meeting to assign a duty governor of the month. This was not felt to be feasible at the present time due to governors' work and family commitments.

**Communication with Parents:** At its meeting on 2 March, the Church and Community Committee would be looking at different methods of communicating with parents. A recent meeting with parents to talk about the headship appointment had been well attended, as had the two Parents' Forum meetings held on 14 January. The next Parents' Forum meeting was due to be held on 17 March 2015 and governors were encouraged to attend.

## 7. Pupil Premium Report

AW reminded governors that monitoring the allocation and impact of the school's pupil premium funding was a key part of the governing body's work and Ofsted would inspect them to have a good understanding of how this was being used to close the attainment gap for vulnerable groups of children. He introduced Rhiannon Fennemore, Inclusion Manager, who was attending the meeting to present her pupil premium report.

Rhiannon explained that she had circulated a number of reports ahead of the meeting and it was hoped that all governors had taken the opportunity to read them. She gave a summary of how the use of pupil premium money had been developed since she had taken on the role of Inclusion Manager at the start of the academic year together with plans for its use in the next financial year.

Ofsted had commented that pupil premium pupils at All Saints were not making sufficient progress. A pupil premium review had therefore been completed alongside Linda Harvey, the Head Teacher of Beaumont Primary School. In accordance with Linda's suggestions an action plan had been written with the former Head Teacher and as a result of this the school had employed a pupil premium teacher. Copies of this teacher's full-time timetable had been circulated to governors before the meeting. This showed that her work varied from one-to-one or small group sessions. All of the children that this teacher worked with made progress, with some having made accelerated progress. The current focus for data purposes was in Year 6 but as soon as the SATs were complete this provision would be brought into Year 5.

Although the final pupil premium figure for 2015/16 was not yet available, Rhiannon had been working with the school business manager, using last year's figure, to plan provision for the coming year. Details had been circulated. The report had been broken down to show governors exactly whether the money was going to be spent and the success criteria. This information would be published on the school's website.

Rhiannon had provided training for teachers and TAs on pupil premium funding and teachers were now much more aware of who their pupil premium children were and what their individual needs were.

An evaluation template, recommended by Linda Harvey, had been used to track the allocation and impact of pupil premium. Copies had been circulated and governors were urged to familiarise themselves with the content. It was important to note that the school was required to compare the attainment of its pupil premium children with that of all children nationally. This was because the purpose of the funding was for pupil premium children to catch up with all children nationally.

Governors were invited to raise any questions relating to the pupil premium reports and the following points were discussed:-

- AW noted that there were some success stories such as in writing where 90% of pupil premium children had done better with the funding. Rhiannon commented that writing was definitely a strength. However the picture was mixed with pupil premium children in some classes doing better than others.

- With regard to closing the gap at level 5 AW asked whether it could be gleaned from the reports that the more able pupil premium children were not attaining the best that they could.

Rhiannon replied that although the progress of the more able pupil premium children was good, less than 2% of pupil premium children were working towards a level 5. The school needed to push these children to achieve their full potential.

- AW asked if it could be said that there were children who did not require pupil premium funding.

Rhiannon explained the action plan for next term included looking at how all children accessed their funding allocation.

Rhiannon explained that in 2015/15 pupil premium would be allocated to children from early years upwards. The school would therefore be looking at its early years provision in order to close the gaps early. It was also looking at the deployment of its higher level TAs to support the new SEN code of practice.

An impact of pupil premium spending had been circulated. This outlined the key things that pupil premium money had been spent on and the impact. For example the work of the attendance officer had resulted in higher attendance across the school. Also, the pupil premium teacher was working with the Year 6 maths group which was enabling teachers to focus their lessons.

- AW asked if the pupil premium teacher was on a fixed-term contract. It was explained that this teacher was still on a day to day contract. The impact of her work would be evaluated before deciding whether to advertise the post on a permanent basis in the next financial year

*(Stella Onwu joined the meeting at this point).*

Rhiannon explained that the family support worker had left in October and the senior leadership team had reviewed whether to replace like for like or to explore other options. It had been decided to explore other options and a recommendation to buy-in Place2be in the next budget had subsequently been approved by the Finance & Personnel Committee. This service was highly recommended by the local authority and by all the head teachers who used it.

Rhiannon explained that Turnabout was a programme to support memory recall which was introduced in January. Governors would be updated on this at the end of the twelve-week programme.

Further plans for the use of pupil premium funding included:-

- Reviewing the involvement of parents
- Considering the employment of an additional pupil premium teacher for one year to work primarily with the SATs year groups.

- Investing in a summer school for Year 5 to enrich their opportunities and close the gaps
- Increasing moderation of the end of year results
- Investing in a tracking system
- Expanding children's experiences outside of school hours
- Promoting coffee mornings and stay and play sessions

Governors thanked Rhiannon very much for her hard work and informative presentations. There were no further questions.

The Chair advised that the Teaching & Learning Committee would continue to receive regular pupil premium updates. The governing body had appointed two pupil premium governors with Chris Chikwendu responsible for monitoring the financial aspects and Chris Kent looking at the impact. Rhiannon would be working closely with them both.

*(Rhiannon Fennemore left the meeting at this point).*

## **8. Governing Body Structure and Membership**

**Governance Review and Action Plan:** As a school requiring improvement, All Saints had been required to commission an external review of its governance. This had taken place in October and a governing body working party had met in January to look at the recommendations arising from the report. AW tabled a governors' action plan, put together by the working party. The proposals included:-

- Reducing the number of governing body meetings to one per term, which governors would need to make a key priority.
- Reducing the number of committees and scheduling meetings in line with the availability of data and financial information. SB asked for a clause to be included in the new committee terms of reference that committees could meet more often if required to address any particular issues. AW thanked her for this suggestion, which would be included.
- Combining the Finance & Personnel Committee and Premises, Health & Safety Committee from September 2015 to form a Resources Committee
- Combining the Pupil Welfare Committee and Church and Community Committee to form a Pupil, Parents and Community Committee
- New committee terms of reference to be drawn up and approved and membership to be agreed (September 2015)
- Timings to be included on all agendas.
- Rolling action lists to be maintained for all meetings
- Governors to be encouraged to request items for inclusion on agendas
- Consider succession planning
- Reduce the work of the Chair and disseminate knowledge to the rest of the governing body

- All governors to develop their understanding of data and pupil premium funding
- Each governor to make a least two visits during the school day and make themselves more visible in the life of the school

Governors' comments and questions were invited.

- JR suggested that governors attend parents evenings to raise the governing body's profile with parents.

There were no further comments or questions and the governing body **approved** the governors' action plan.

*(Milen Bennett joined the meeting at this point)*

**Succession Planning:** The Chair explained that all governors, with the exception of Father Leonard Marsh and the Head Teacher, had a fixed term of office of four years. The governing body had reconstituted in 2012 when the school became a voluntary aided primary school. The majority of governors were therefore due to end their governorships in 2016. Governors were asked to consider whether they were in a position to fully commit to the role until 2016 and whether they would be prepared to stand for re-appointment for another four years at the end of their current terms of office.

- CK asked whether there was any age limit for governors.  
It was explained that the minimum age was 18 but there was no upper limit

**Foundation Governor Vacancy:** The Chair had recently shown a prospective Foundation Governor, Aaron Porter, around the school. Aaron had been recommended by the Diocese and lived locally. AW read out a summary of Aaron's experience and confirmed that he was in tune the school's values and vision. Following his visit Aaron had expressed a keen interest in joining the governing body. The governing body welcomed Aaron's name going forward to the All Saints Church Council. The Chair would put the appointment process in hand. **Action:**  
**Chair**

**Skills Audit:** Skills audit forms were distributed and governors were given time to complete these. Governors' scores were then added together to give an indication of the governing body's strengths and weaknesses and areas where training was needed. The Chair was pleased to note from this that the governing body was well motivated, with a strong commitment to the school and the children. However, its ability to challenge was possibly not as strong as it could be and there was some need to strengthen the governing body's skills base. It would therefore be important to bring people onto the governing body with the key skills required when filling any vacancies.

*(Chantal Doffoh and Jesse Nderitu joined the meeting at this point)*

**Appointment of Pupil Premium Governors:** The governing body **approved** the appointment of Chris Chikwendu and Chris Kent as the school's Pupil Premium Governors.

**Appointment of a Finance Governor:** The governing body **approved** the appointment of Chris Chikwendu as Finance Governor. JR was aware of the existence of various grants that schools could apply for and suggested that the Finance Governor explore these. **Action: Chris Chikwendu**

**9. Head Teacher Recruitment Update** (EA and EB withdrew from the meeting for the discussion of this item, which would be recorded in Part B of the minutes)

## **10. Ofsted Action Plan**

Esther Akinmade (EA), Acting Head Teacher, informed governors that she had received a telephone call from the HMI inspector and had briefed him about the School Progress Review meeting with the local authority and diocese. She had subsequently sent him some requested data, together with a copy of her report to the governing body. The inspector had advised her to ensure that governors' challenge was clearly reflected in the minutes of all meetings and to focus on results.

At the SPRM meeting the LA lead had felt that the school had made a good start on its Ofsted action plan and that EA understood what the issues were. EA felt it vital that middle leaders should be driving standards across the school.

- CK asked who the middle leaders were.  
These were Tina Okonji (RE), Whitney Andrews (drama and music), Clara Smith (Science), Elena Bassarskaya (maths and ICT) Raquel Monteiro (Spanish), and the phase leaders

EA thanked governors for the support she had been receiving from Hilary Grainger, via the diocese. After half-term support would be provided by Linda O'Callaghan from St Mary's Primary School, which had just been judged as outstanding. Since the local authority's visit the school had appointed Tina Okonji as Acting Deputy Head Teacher.

EA was very pleased that the school was no longer in a deficit budget. This was very good news as any funding the school received could be pumped into resources.

Hilary Grainger had worked with EA on the Ofsted Action plan, which had been circulated to governors ahead of the meeting.

- MB referred to Ofsted's judgement that the quality of leadership required improvement and asked what the main issue was?  
The HMI inspector had informed EA that all of the school's judgments were based on results. If data was good, teaching and leadership would be judged good.

EA explained that she had therefore extracted from the Ofsted Action Plan separate plans for the spring and summer terms. EA took governors through the priorities for the spring, which would be discussed at a staff meeting on the first day back after half-term. She added that anything highlighted in red was a key priority. Some of the key developments were that:-

- A marking routine was now in place and at the beginning of every lesson children were given time to respond to their marking. This routine had been outlined to governors at the last Teaching and Learning Committee meeting.
  - Governors had received a detailed Pupil Premium Report from the Inclusion Manager at this meeting.
  - The local authority had commented that behaviour seen during their visit was good. The school was therefore now focussing on developing behaviour for learning. This would be discussed at a staff meeting in March.
- JN had come just from a parents evening at a school where the teacher used a computer programme to communicate directly with parents and asked whether this could be introduced at All Saints.  
EA agreed to look into this and asked JN to send her the details. **Action: EA & JN**
- AW felt that the school was much calmer since the school had changed the way the start of the day was organised and asked if this had been well received by parents.  
EA confirmed that the whole school community was very positive about the new arrangements. There were still some children with challenging behaviour and the Place2be provision should really help them. Management was ensuring that staff had clear and consistent expectations.
- JN asked if the target date of July 2015 was too far away.  
It was explained that the school would not have the end of year data until July 2015.
- JN asked if July 2015 would be too late to make a difference for the current children.  
EA explained that the school was working to the plan now but could not be judged on its success until the end of year results were available.

There had been no bullying or racist incidents reported. Attendance had dropped due to an outbreak of chickenpox and the fact that many of the Year 6 children had been out of school for secondary school tests and interviews.

At the beginning of the year the school had decided to focus on six values, one for each half term. This term's focus was on perseverance.

- MB asked for an illustration of perseverance.

EA explained that children were encouraged to persevere with a question until they had an answer. A personal example for EA was that she had persevered with the changes to the start of the school day, despite initial opposition, and parents were now very positive about this.

- EA had mentioned in her report a need for the school to get better at sharing quality teaching across the school. LM asked how the school was going to achieve consistency.  
Teachers from Year 1 to Year 6 were now looking at books together to see what was expected in each year group.
- LM asked if this would enable the school to evaluate and challenge when expectations were not being met.  
EA confirmed that teachers were now challenging each other, which was very powerful.
- MB asked if this was a new practice.  
EA confirmed that this was the case
- JN asked what procedures were in place to boost achievement in the Year 6 SATs.  
EA explained that she was meeting with the Year 6 teachers every two weeks to look at where each child was and what needed to be done to improve their progress. In addition she carried out a learning walk to Year 6 every day. EA and teachers would be giving up one week of the Easter holidays to run an Easter booster school. She had recently held a very positive meeting with Year 6 parents.
- JN asked what the school was doing to support the Year 6 teachers.  
EA explained that the school was putting everything into Year 6, including a TA in each class. The pupil premium teacher was also currently based in Year 6.
- CC asked how soon the new initiatives would be reflected in the judgment of the school.  
EA reiterated that this was totally dependent on the key stage 2 SATs results in May. The school was aiming high and had raised its floor target to 75%.
- SO was aware that a teacher was taking time during her break to support children. She felt this demonstrated how teachers were committed to working with EA to move the school and children forward.

EA reminded governors that the data in her report was from the autumn term. The latest set of data would be forwarded to the Chair of Teaching and Learning as soon as it was available. **Action: EA**

**Preparation for Ofsted:** Governors were reminded that Ofsted's criteria were constantly changing and that a new framework would be issued in September 2015. Governors were strongly recommended to familiarise themselves with both the current and new requirements.

## **11. Governor Training**

**RAISEonline:** Discussed under agenda item 6, matters arising.

**Curriculum Training:** Discussed under agenda item 6.

**Ofsted Course:** AW had attended the Ofsted Session 'Getting to Good' which he had found very useful. The key message from this session was that 40-50% of schools moved from 'requires improvement' to 'good'. However, the challenge was greater for schools with higher levels of deprivation. All Saints C of E Primary was on its own individual journey and the important thing for governors was to ensure that the action plan was a working document.

**Pupil Premium:** JR had booked to attend Croydon's training on the use of the Pupil Premium and PE Grants on 25 February.

**Head Teacher Recruitment and Selection:** AW had attended this session in January.

## **12. Finance**

The Chair reminded governors that the governing body was responsible for the supervision of the school's budget. Governing bodies of Croydon schools were required to complete a Schools Financial Values Standard matrix each year to confirm that they had the necessary competency to scrutinise the budget. The Finance and Personnel Committee had gone through this in detail at its meeting on 3 February and circulated a draft for the governing body's approval. The governing body **approved** the SFVS matrix for submission to the local authority. The Chair would liaise with the School Business Manager to ensure that this was submitted within the required timeframe. **Action: AW**

## **13. Policy Reviews**

**Data Protection Act – Privacy Notice:** Schools were required to issue a privacy notice to support their Data Protection Policy. A template, based on Croydon's model, had been circulated with the agenda. The governing body **approved** the Data Protection Privacy Notice.

## **14. Committee Reports**

**Ofsted Issues from Committees:** At its meeting on 9 February, the Teaching and Learning Committee had looked in detail at the local authority report. The minutes of this meeting would be circulated to governors shortly.

The Church and Community had talked about behaviour and in particular TAs being aware of the behaviour policy.

The Finance and Personnel Committee had received training from John Fennell about pupil premium and the schools financial values standard (SFVS). The committee had also started to look at the budget for 2015/16 and agreed the installation of Wi-Fi. EB was hoping that this would enable the school to purchase smart boards and projectors to make sure that children had access to the latest technology. The F&P committee had also had an interesting discussion about where parental responsibility lay and whether the school could fund breakfast for children who came to school hungry. The committee was hoping to receive benchmarking training at its next meeting. The governing body would be asked to approve the 2015/16 budget at its meeting on 23 April.

A Pupil Welfare Committee meeting would be arranged next term. **Action: JB**

The Premises, Health and Safety Committee had not met but JN, committee Chair, had accompanied SDBE representatives on a walk around the school to identify building priorities. It was hoped that the SDBE representatives would attend the next PHS meeting to present their survey report.

JN had discussed with the SDBE representatives what could be done about the care taker's house which was now in a very poor state of repair. It was hoped that the council could be asked to demolish the building which had the potential to open up nursery space.

The Finance and Personnel Committee would be asked to prioritise building works during the budget setting process.

- JR referred to Croydon's expansion of many of its schools and a previous approach for All Saints to take a bulge class. She asked what had happened about this.  
The approach had been discussed by the governing body but declined due to a lack of financial commitment from the authority.

## **15. Correspondence**

This was reported earlier in the meeting.

## **16. Any Other Urgent business**

There was no other urgent business for discussion.

## **17. Meeting Dates**

### **Governing Body**

Head Teacher Appointment Meeting – Wednesday 11 March 2015 at 6.30pm

Summer Term Meeting – Thursday 23 April 2015 at 6.30pm

Autumn Term Business Meeting (Election of officers) – Thursday 17 September 2015 at 6.30pm

**Other Dates**

Parents' Forum Meeting – Tuesday 17 March 2015 at 9.00am

Easter Service in the church – Changed to Wednesday 25 March 2015 at 10am

**18. Did this meeting make a difference?**

Governors felt that this had been a very useful meeting. The Inclusion Manager and Acting Head Teacher's Reports were particularly helpful and the skills audit exercise had identified the governing body's strengths and weaknesses.

**19. Confidentiality**

It was agreed that, following approval by the Chair, the Part A minutes would be made available for publication. The Part B minutes would remain confidential to the governing body.

**20. Closing Prayer**

MB closed the meeting with a prayer. There being no further business for discussion, the meeting closed at 9.30pm.

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