

**All Saints’ Church of England Primary School**

**Minutes of Full Governing Body meeting**

**28 April 2016 at 6.30pm**

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

**In attendance:**

Ms S Butler - Cover Clerk

John Fennell (JF) - JCA (finance) until 8pm

Zarah Persaud (ZP) - SBM until 8pm

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| **ITEM** | **MINUTES** | **ACTION NO:** |
| 1 | **Welcome**  The Chair opened the meeting at 6.30 pm welcoming all. Introductions were made introducing Governors, Head Teacher and cover Clerk.  **Opening Prayer**  Father Leonard Marsh led the opening prayer.  **Apologies**  Apologies and reasons received from Hilary Grainger and Robert Crorken, these were accepted by the Governing Body. |  |
| 2 | **Quorum**  The Chair explained the importance of the board being quorate. The meeting was quorate with 50% membership. |  |
| 3 | **Pecuniary Interest**  No financial interest in meeting. |  |
| 4 | **Minutes of Last Meeting – 28 January 2016**  Governors approved Part A Pages 1-9 of the minutes of the meeting held on Thursday 28 January 2016 with the following amendment.  1. Page 3, under New Appointments SB moved from Child Protection to Personnel Committee and SS volunteered for the teaching and learning committee.  The Chair then signed Part A of the minutes as a true record dated 28 April 2016.  **Actions**  The action log was reviewed as follows:  1. Completed  2. Pupil Premium noted in Head Teachers report - to be completed  3. Meeting held on 27 April 2016 with the Director of Pabulum Catering and the Head Teacher of All Saints C of E Primary School in regards to supplying school meals. Pabulum Catering has a good rapport with other schools whom they provide meals for. Suggestions were made for the hatch at the school to be moved for food tasting, marketing and pr – completed  4. The Governors visit took place on the 18 March 2016, as planned – completed  5. Completed  6. Ofsted training: 4th February - completed  JC suggested that new parents of pupils starting in Reception in September 2016 will be able to taste the food supplied by Pabulum. ZP stated that the meeting held with Pabulum was very positive as they were able to recover monies in regards to transaction fees and charges. |  |
| 5 | **Governing Body Membership**   * Terms of office – SB is the Local Authority Governor, office ends 31/08/2016, Croydon will contact her about a decision of wanting to continue. * JN and SO are Foundation Governors elected by All Saints Church Council, both have indicated that they want to continue. |  |
| 6 | **Safeguarding – AW**  The Chair informed CK to renew DBS and RC as the new Parent Governor to send all the required documentation to ZP. |  |
| 7 | **Head Teacher**  **Updated SEF and Head Teachers Report**   * JC used the Ofsted criteria of their inspection reports to present her report. * At the last Ofsted inspection the governing body were required to carry out a governance review. This was carried out by Octavo Partnerhsip Governor Services. An action plan was drawn up and a number of issues mentioned in the Ofsted report such as the governors being confident in using data are being tackled. * Phase Leaders were introduced, each having four classes to monitor. Paulina Brafer – a new Teacher employed for the summer term on a full time basis is currently working with year 5. * Presently staff are having to re-adjust their curriculum plans and lessons in response to the new demands of a more demanding National Curriculum, phase leaders, subject leaders, and the senior leadership team are giving support. * JC is happy with the phase leaders, the outcome in data has progressed from 2015 (page 6 of Head Teachers report) * 30% of children who start All Saints nursery progress to reception, 60% of the children are GLD noted in 2015 report, however 70% is needed this year. * Teachers are not confident that the current phonics tests are always giving accurate pictures of childrens real standards. * JC considers the main challenge for Early Years is to move from Good to Outstanding which she thinks is achievable. Key Stage 1 is a strong are but there are areas where standards could improve, particularly across the school in greater consistency with guided reading practice and more effective deployment of support staff. * Having Phase Leaders and working with individuals and staff on courses offers great support for the school * Page 9 of the report relates to SATS progress which was 96% a 10% increase more than 2014 along with Writing and Maths. * Intervention programmes are in place but that needs to be of high quality supported by effective inset. E.g increasing TAs confidence in Maths teaching. There are 12 children being supported by Place2Be, the behaviour support service. * An increase in after school activities is needed, multi sports, Spanish, Garden club, Basket Ball club, Art club and ICT club, the Steel Band and Chess class are being provided, opportunities raising aspirations can change childrens lives, children will be able to see beyond themselves. * JC is currently compiling a report based on the breakfast club. * Budget proposed this week   **School Budgets**  JF took the governing body through last years budget, explained where savings had been made and explained this years proposed budget had been constructed. He explained how income for 2016/ 2017 had significantly been reduced and if it hadn’t been for the significant underspend from 15/16 it would have been very difficult to set a balanced budget for 16/17. ZP pointed out the areas where income had been reduced, i.e. amount per pupil a drop in our role, particularly the Nursery, and a fall in the Pupil Premium. Governors made the following points:   * The need to review all contracts to ensure; are they necessary and are we getting value for money, the future of the nursery, can we continue to have two sessions, to reduce staff who are on agency contracts.   After this discussion the Full Governing Body unanimously approved the chairs signing off last years budget and the Full Governing Body unanimously agreed the budget of 2016/2017. AW thanked JF and ZP for their hard work in the budget process. |  |
| 8 | **Committee Reports**   * AW reported that the Staffing Committee, AW, AP and JW had met with JC on 19th April. The staffing position and structure was discussed, robust discussions took place around how effective the phase leaders and subject leaders were in developing teaching and learning. The committee looked at staff’s short term action plans and it was agreed that a good use of the governors visit to the school on June 24 would have the focus of governors meeting phase leaders and discussing their work. Confidential notes of the meeting were taken and are placed with the governor records. AW also reported that JN and SB with himself were in the process of preparing JCs performance review with support from Roz Coznor of the Diocese. As JC had started in Jan 2016 a number of areas for review were based around the situation she inherited. * Eleven applications were received for a vacancy of Deputy Head Teacher, four were shortlisted on Monday 25 April 2016, interviews will take place on 5 and 6 May 2016.   SIAMS – AW reported that all church schools receive a 5 yearly inspection. Ours took place in March 2016 and we received a grade of Good in all areas; school ethos, quality of collective worship, quality of R.E. and leadership of a church school. Governors were very pleased and congratulated staff and pupils.  The inspection gave staff an insight of what happens during an inspection, which will help when Ofsted come. FLM was also involved in the inspection and gave feedback on the link betweeh church and school. AW commented that it had raised staff morale and that the governors had been complemented on ensuring the schools Christian ethos had remained strong despite all the recent change.  The report is on the school web site and AW shared it with the congregation of All Saints Church at their annual meeting." School staff attended the annual meeting at All Saint Church.   * A positive school report was received, the Chair read out a brief summary in relation to this. (Inspection report uploaded to school website) * School staff attended the annual meeting held at All Saints Church on Sunday 24 April 2016.   SO reported that the response from the children at the school was positive. SO observed the way the children prayed and read their Bibles, how spiritual the children are and how they cared for eachother. When corrected in school the children maintained a positive attitude.  JC mentioned that SO was helpful and proactive with the pupils at All Saints.  The Chair stated that the Ofsted Inspector provided positive feedback as staff stayed behind to hear further information. |  |
| 9 | **School Closure**  School was closed on the last day of the summer term 2015 so staff could attend  the funeral of a former member of staff. Croydon LA agreed to the closure only if the school made up the missing day by forfeiting and inset day from the 2015/16 school year.  Croydon LA were contacted by AW in March 2016 and they agreed they could regain the day.  The following inset days were approved for 2017, these are as follows:  5, 6 September 2016  3 January 2017  18 April 2017  21 July 2017 |  |
| 10 | **Education White Paper**  All schools will become Academies in 2020/2022, however this will have to make its way through Parliament to become an Act of Law.  Discussions surrounded the above topic, however the board mentioned that the school is deeply rooted in its Christian foundation and any change would have to recognise this.  Last inspection June 2014.  The Chair stated that there is a potential Head Teacher shortage with 58% of heads predicted to leave in the next 5 years. Teaching morale is fragile, one factor is that teachers have had no significant recent pay increase. There is no automatic pay increase.  JC states continuity at Key Stage 2 is paramount, however there has been consistant changes made to the curriculum |  |
| 11 | **Governors Visits**  A visit took place on the March 18th 2016, a report was written and discussed at the Teaching and Learning Committee on the 19th April. The next planned meeting is to be held on 24 June 2016 where the school Governors will meet with the Phase Leaders and will develop a link with school leaders. |  |
| 12 | **Pupil Premium**  A new Pupil Premium review report has been compiled, this is to be uploaded to the school website, with further information surrounding grants, aim, success criteria and how much each pupil will be receiving.  £1320 per pupil |  |
| 13 | **Finance**  SFVS form completed by JN, CC and ZP and signed by the chair - ability to manage school budget, identified bench mark as training need, form signed off and sent to Croydon Council.  **Initial Budget Plan 2016-2017**   * ZP stated that sending out letters to all parents re free school meals should be attached to the application pack when applying for a school place. * There are no afternoon nursery places, ZP has circulated Flyers situated at the doctors surgeries and have alerted the parent and toddler groups to afternoon sessions at the nursery. * Facebook was not a trusted site as some parents had used it to make negative comments about the school. Marketing was suggested through Facebook, however this site was not trusted by the Head Teacher (JC) * Breakfast club and the after school club have grown in numbers, the income has maximised. * A saving has been made where fruit has been purchased at MAKRO Wholesalers. * A reduction is to be made where agency staff are concerned. * ICT budget big number extra cost, all computers are approx. 10 years old, the White Boards hardly work and the computers crash or run slow on a regular basis due to needing a new Server. An investment is to be made for new Ipads and Laptops, however the budget cannot sustan or supply these at this present time. * ZP suggests applying for funding and or a grant through Tesco. * E04 – Premises staff – All Saints currently employ only one Care Taker which has saved approx. £20,000, the previous two staff members Derek Martin and Kevin Walsh both resigned. * E14 was discussed considering security costs, this will need further work and consideration. * JF stated that two years worth of monies had been carried over which gave the total of £9064. * Capital income of £9,532 is from the Diocese, an in year deficit of £102, 173 was brought forward meaning a reduction in income, possibly leading to a reduction in staff etc. Should a similar situation arise in 2017 the Chair of the meeting will need to carry out an audit of all contracts held with the school. * It was noted that Education Support staff (£491,538) is mainly being spent on Teaching Assistants. |  |
| 14 | **Policies**   * Ratify as school policy – both ratified * Admissions (no further information) * Governors training day took place on the 4 February 2016 – Audit carried out. * CK attended Bench Mark training * JC and the Chair of the meeting attended Diocese training |  |
| 15 | **Governor Training**  The chair explained what is involved in acquiring The Bishops Certificate of Governance. Governors were handed a list of all the workshops and each governor was asked to sign up for two. AW to tabulate replies and if we were able to cover all the workshop would submit our application to the diocese.  The Board agreed.  The list of times and dates of the courses were circulated, initials were to be written next to the course that the Governors were available to attend. The course sheet was returned to the Chair. |  |
| 16 | **Dates of future meetings**  Governors approved the dates of future meetings as follows:  SATS 9 May 2016  Year 6 School Journey 16 May 2016  Half Term 30 May 2016  Governors Visit 24 June 2016  Parents forum – 28 June 2016 (useful to hear parents voices)  Pupil Parent Church meeting 13 June 2016  Resources Committee 7 July 2016  Prize giving 18 July 2016  Leaver Service year 6 19 July 2016  Carnival afternoon 8 July 2016  End of term 22 July 2016  Next FGB meeting 29 September 2016  CK stated that she would be away for the next Governors meeting, however she would make a contribution to the prize giving.  The Chair suggested that the board split into to groups to discuss 1 – the quality of the Nursery and 2. Considering the budget on leadership – how do you know that it is value for money.  The chair received the answers from each group, they were as follows:   1. The Governors school visit was relied upon, children are challenged consistently receiving one to one’s from Teachers. Children are being given responsibilities of additional snacks and interactive boards. Strong relationships are being formed between pupil, parent and teacher.  * Data shows 60% of children coming from Nursery exceed Reception class starting points. * Early years have good outdoor space and is used frequently which aids learning and provides a happy and caring environment.  1. – Phase Leaders are now in place for Key Stage 1, 2, 3, 4, 5 and 6. They have regular meetings with managers every fortnight to obtain information and also feedback. Phase Leaders interact with subject leaders. It is clear from the Headteachers report that results will be evaluated along the way. |  |
| 17 | **AOB**  Governors suggested that one of the challenges facing the school is that All Saints’ should be an attractive place for teachers to stay and develop their careers thus reducing the high turn over in staff particularly in Key Stage 2. There have been two advertisements for Teachers. Other schools are supplying a programme that enables Teachers already with a degree to go straight into teaching work.  JC is proposing getting staff involved in the school, ie a Teaching Assistant, however this is for someone in their last year of a degree or has aready obtained a degree. The school can only have one member of staff a year on the programme. The cost is £500.00 deposit totalling £7000.00, however, if for any reason the member of staff fails no certificate will be issued.  CK suggests applying for a Lottery Grant for the school, however the Board agrees this may not be awarded for an establishment but may be awarded for a Sports Hall or a Mini Bus.  JC expressed her concerns for the school Nursery as this may not be sustainable. JC suggests that there are drop in sessions in the afternoons possibly the morning depending on which session has the most pupils. |  |
| 18 | **Review of meeting**  Fixed end time. AP suggested that it is good discipline to stick to two and a half hours. |  |
| 19 | **Publication of Minutes**  No further information. |  |
| 20 | **Confidential**  No further information |  |
| - | **Closing Prayer Led by Jesse Nderitu** |  |

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair of Governors Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Action Points**

**Action points arising from Full Governing Body meeting on 28 April 2016**

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| **No:** | **Action** | **Lead** | **Status** |
| **1** | JN and SO to each write a short statement supporting their work as governors and send it to AW who will forward them to FLM who will present them at a fure All Saints Church Council Meeting. | JN, SO |  |
| **2** | The Chair informed CK and RC to renew their DBS and to pass on paperwork to ZP. | CK, RC |  |
| **3** | To formulate a letter to parents in regards to new pupils starting All Saints Nursery and to liaise with Jo Slater in regards to starting drop in sessions for new parents and children. | JC |  |
| **4** | Straight to Teaching Work Programme to be discussed at Staff meeting on 29 April 2016 | JC |  |
| **5** | Resources Committee to review Initial Budget Plan 2016-2017 | JC |  |
| **6** | To apply for school grants | ZP |  |
| **7** | Key Stage 1 Phonics to be reviewed | JC |  |

*Signed by…………………………………………………..…Mr A Rose weir, Chair of Governors. Date ………………………………………..*