

**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 18 September 2014 at 6.30pm**

<b>Present:</b>	Esther Akinmade (EA)	Foundation Governor
	Milen Bennett (MB)	Parent Governor (from 6.55pm)
	Shelisha Bent (SB)	LA Governor
	Jennifer Brown (JB)	Foundation Governor
	Christopher Chikwendu (CC)	Foundation Governor (from 7.10pm)
	Chantal Doffoh (CD)	Teaching Staff Governor
	Jane Elliott (JE)	Head Teacher
	Leonard Marsh (LM)	Foundation Governor
	Jesse Nderitu (JN)	Foundation Governor
	Stella Onwu (SO)	Foundation Governor
	Janice Rawlins (JR)	Co-opted Governor (from 7.05pm)
	Arthur Williams (AW)	Foundation Governor (Chair)
	Jonas Wontumi (JW)	Foundation Governor
<b>Also Present:</b>	Carol Fagan	Clerk to the Governing Body
	Kamaljit Kaur	Prospective Governor
<b>Apologies:</b>	Ayshea Hay	Parent Governor
	Chris Kent	Co-opted Governor
	Stephen Sin	Associate Member

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## **1. Welcome, Apologies for Absence and Opening Prayer**

Arthur Williams (AW) welcomed everyone to the meeting. He extended a special welcome to Kamaljit Kaur who was attending the meeting as an observer and prospective governor.

AW referred to current media coverage about the abuse of children across the world. He read the declaration of the rights of a child, written by the United Nations in 1959, which he felt was just as relevant today. He led governors in an opening prayer, asking them to pray for all the world's children as well as those at All Saints School.

Apologies for absence were received from Ayshea Hay (attending daughter's parents' evening), Chris Kent (away on holiday) and Stephen Sin (work commitment). The governing body accepted these apologies. Janice Rawlins had sent apologies for her late arrival due to attendance at her daughter's school.

AW explained that time would be set aside during the meeting to look at the implications of the Ofsted report. HMI could potentially visit any day to see what the school had put in place since the inspection and it was important for governors to go through the school's action plan. It would also be necessary for the governing body to draw up its own plan to run alongside this.

## **2. Quorum**

The meeting was declared quorate, with ten of fifteen governors in attendance at 6.30pm. (This rose to 13/15 by 7.10pm).

## **3. Election of Chair and Vice-Chair 2014/15**

Nominations were invited for the role of Chair of Governors for 2014/15. Arthur Williams was proposed, seconded and duly elected.

Nominations were invited for the role of Vice-Chair. Jesse Nderitu was proposed, seconded and duly elected.

AW thanked governors very much for the trust they put into the Chair and Vice-Chair.

## **4. Annual Review of the Register of Pecuniary Interests**

Pecuniary interest forms had been sent out with the agenda and governors were asked to return these to the clerk. The clerk would obtain signed forms from absent governors before collating and forwarding the forms to the school office. **Action: Clerk**

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**

The minutes of the meeting held on 17 July 2014 were agreed as a true record and signed by the Chair. 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 had met with Clive Whittle, Croydon's Senior Engineer, on 22 July to show him the challenges facing children when crossing Beulah Hill. Clive Whittle had recognised the problems caused by cars parking very close to where children cross and had agreed to extend the no parking zone on the far side of the road. It was hoped that this would be done in October.

**Premises, Health and Safety:** Jesse Nderitu (JN), Chair of Premises, Health and Safety was pleased to report on the playground improvements carried out during the summer. This included the provision of new climbing equipment and the provision of seating to create a quiet area.

Repairs to the heating system had been completed.

A Health and Safety walk carried out on 14 July had identified some areas for action, some of which had already been addressed. Some electrical work needed to be done, depending on the budget situation.

Some concerns had been brought to the PHS committee's attention about parents gaining access to the school through the doors to the junior hall and these were being addressed.

## **7. Governing Body Membership**

There was currently a vacancy for a Foundation Governor and AW was pleased that Kamaljit (surname to be inserted) had agreed to attend this evening's meeting to find out more about the role.

In view of Ofsted's focus on governing body effectiveness it was extremely important for governors to attend meetings regularly and punctually to ensure that they were quorate. Governors were therefore asked to make every effort to attend meetings on time.

## **8. Disclosure and Barring Service**

It was understood that governors' DBS checks were all up to date. Jonas Wontumi (JW) had completed the necessary paperwork and would forward a copy of his certificate to the school. **Action: JW**

## **9. Governing Body Code of Conduct**

The governing body had previously adopted Croydon's model code of conduct. AW tabled the SDBE's model and took governors' through the key points, which were felt to be very relevant for All Saints. The governing body **approved** the adoption of this code of conduct and governors were asked to sign individual copies. The clerk would collate these and forward them to the school for safe keeping. **Action: Clerk**

As a recently appointed governor, Jonas Wontumi signed a copy of the Acceptable Use of the Internet agreement. The clerk would forward this to the school office. **Action: Clerk**

## **10. Annual Review of Committee Structure, Membership and Terms of Reference**

The governing body reviewed its structure and **agreed** to continue with the existing committees. The following membership changes were **agreed:-**

**Premises, Health and Safety:** Additional member – Jonas Wontumi. The site manager would be asked to attend in an advisory role.

**Church and Community:** Additional members – Janice Rawlins and Chris Kent (subject to her agreement)

**Finance & Personnel:** No membership changes. The governing body **agreed** to give Stephen Sin voting rights on this committee.

**Pupil Welfare:** Additional member – Chantal Doffoh

**Admissions Committee** – No membership changes. The governing body's responsibility in terms of admissions would start this September and the committee would therefore become more active this year.

**Pupil Discipline Committee:** A committee of three governors would be drawn from a pool comprising Jesse Nderitu, Shelisha Bent, Ayshea Hay.

**Staff Discipline Committee:** A committee of three governors would be drawn from a pool comprising Shelisha Bent, Jennifer Brown, Leonard Marsh, Christopher Chikwendu. It was noted that Leonard Marsh may have to decline from serving if he had any prior involvement in any issues as part of his chaplaincy role.

**Head Teacher's Performance Management Committee:** No membership changes

The clerk would update and recirculate the committee membership list with the minutes.

**Action: Clerk**

**Committee Terms of Reference:** Each committee would be reviewing its terms of reference this term before presenting them for approval at the next governing body meeting. At last week's Church and Community and Pupil Welfare meetings, the committees had expanded their remit to look at particular aspects of the Ofsted report.

## **11. Annual Review of Governors' Curriculum Links and Monitoring Roles**

Ofsted had criticised the governing body's lack of knowledge of using pupil data properly. AW and JE therefore put forward a proposal for individual governors to focus on data for a particular area of the school. This would be explored further but at this meeting the following links were **agreed:-**

**Child Protection/Safeguarding Governor:** Shelisha Bent

**SEN Governors:** Chantal Doffoh and Janice Rawlins

**Training and Development Link Governor:** Arthur Williams

**Finance Governor:** Christopher Chikwendu

**Literacy Governor:** (all governors to share this responsibility until a new governor was appointed)

**Maths Governor:** Jesse Nderitu

**Early Years & Foundation Stage Governor:** Stella Onwu

**Food & Nutrition Governor:** Arthur Williams

**Creative Arts/Gifted & Talented:** Jennifer Brown

Following a governor's suggestion it was agreed that committees, as well as individuals, should have responsibility for monitoring these areas. AW would ensure that this was reflected in the committee agendas. **Action: AW**

## **12. Governor Training & Development**

Following discussions at the previous meeting, Claire Boag from the SDBE had agreed to lead a governor training session on understanding data/Raiseonline. This would be held at the school at 6.30pm on Thursday 27 November 2014. Governors were asked to make this their priority training event for this term.

JE was asked how governors could access the Raiseonline report. She explained that this report contained sensitive and confidential data about individual pupils and was therefore not widely available. However, the governing body received a summary of the key data contained in the report and it was important for governors to be able to interpret this. The Teaching and Learning Committee looked at data in more detail. Ofsted would want to see that governors were using pupil data to ask appropriate questions. Ofsted's data dashboard report, which was in effect a summary of Raiseonline, could be accessed by governors in the spring term. AW reminded governors of JE's offer to spend time with them individually to go through data and answer any questions

### **13. Ofsted Action Plan**

Ofsted's guidance on monitoring visits and support for schools requiring improvement to become good or outstanding had been sent out to governors. Unfortunately some people had been unable to open this and printed copies were therefore provided. As mentioned earlier, HMI could be expected to visit at any time. The school would be given between one and five days' notice of HMI's visit. During this visit the inspector was likely to want to talk to children, visit lessons, look at children's work, feedback and marking. The inspector would also want to see the school's post-Ofsted action plan and look at what had been done so far to address the report's findings, as well as speaking with governors and parents.

A governor asked whether the HMI's report would be published and JE confirmed that this would be the case. She added that this report would be slightly different from Ofsted's in that it would signpost things that the school should do to improve. HMI would continue to visit until they were satisfied that the school and governing body was taking effective action and it was therefore extremely important for governors to give a confident message at their meeting with the inspector. AW and JE would let governors know as soon as HMI's gave notification of their visit.

Governors were asked to consider what they knew about the action taken so far and the following statements were put forward:-

- The governing body had met soon after publication of the report and held a robust discussion.
- The governing body had arranged a training session on how to interpret data
- The Teaching & Learning Committee and full governing body had received a data analysis
- The outside environment had been upgraded and it was expected that this would impact positively on behaviour in the playground

A governor asked whether the school's 2014 data had shown an improvement on the previous years on which the school had been judged. It was explained that this would be reported on later on the agenda.

**Governance Review:** Schools judged as requiring improvement were required to hold a governance review. Croydon would therefore be carrying out a review on 2 October. At the previous meeting governors had committed themselves to meeting with the reviewer at 8am on that day. AW therefore urged everyone to come in at this time.

The reviewer would also want to meet with a selection of parents and each Parent Governor therefore agreed to invite four parents to attend a meeting at 9am on 2 October.

Following the review, the governing body would receive a report from Croydon which it could tie in with its action plan.

**Pupil Premium Assessment:** An external review of Pupil Premium spending would also be carried out. JE would be meeting with the head teacher of Beaumont Primary School which was recognised for its excellent practice. A governor asked who had selected this head teacher and how the governing body would benefit from the link. It was explained that Croydon had brokered the arrangement as a way of checking the school's systems and ensuring that its PPF spending was having the best impact in closing the attainment gap. JE was then asked if governors could participate in the link to help improve their understanding of Pupil Premium Funding. JE would therefore ask the head at Beaumont if one of their governors would be willing to share good practice with governors at All Saints. **Action: JE**

**Action Plan:** JE tabled a one-year plan detailing the immediate priorities. This would be followed up in due course with a plan for the following year. Governors were taken through the key priorities of the plan, which were to:-

- Improve teaching to ensure that more able pupils make faster progress, especially in Key Stage 2 in reading and in maths.
- Manage pupils' behaviour more effectively by making sure that pupils, staff and parents have a clear understanding of how this is managed and helping to make pupils more responsible for their behaviour
- Develop leadership and management by increasing the involvement of leaders responsible for subject areas in improving teaching and learning and strengthening governance so that governors have a deeper understanding of pupil data and they can challenge more effectively and provide strategic leadership.

Governors took ten minutes to look at the objectives of the plan and how the governing body was going to monitor the success criteria. The following questions were raised:-

- It could be seen that the plan had been critically reviewed by the senior leadership team.  
JE explained that the SLT's comments would be added before the plan was shared with Jolyon Roberts, school improvement partner. Once it had been

signed off by Jolyon Roberts, the report would be forwarded to Sylvia McNamara at Croydon and Claire Boag at the diocese. It would be a working document which governors would monitor through Committees and classroom visits.

- Governors appreciated all the detail included in the plan but asked if it would be possible to have a simplified version that would be easier for parents to understand.

JE confirmed that she would be producing summaries for children, parents, staff and possibly governors. AW added that the leadership team could not be expected to deliver the entire plan by themselves and that parents, staff and children also needed to have ownership of it. This was why accountability had been included in the plan.

The Ofsted Action Plan would be a significant item on the governing body and committee agendas.

**Governing Body Action Plan:** AW had circulated some initial thoughts about how the governing body could hold the school to account. He recorded his thanks to MB and JN for their input. Key actions required by the governing body included:-

- To attend Raiseonline training and put a structure in place to ensure that this training is used effectively (for example giving individual governors responsibility for particular statistics).
- To schedule governing body meetings to tie in with the availability of data so that this could be circulated ahead of the meeting.
- Each governor to make a commitment to read papers prior to meetings.

MB asked whether JE could pick out the key points from the data to aid governors understanding of it. JE replied that as Ofsted would expect governors to understand Raiseonline, the data she presented was modelled on this report. However, she had modified her reports by using graphs which were easier to read. JE assured governors that they would find it much easier to interpret data and ask the right questions following Claire Boag's training in November. Part of the governors' role was to evaluate the progress the school was making. JE would update the school's self-evaluation document once a term and this would enable governors to see where the school was against the Ofsted criteria. In the meantime the Teaching and Learning Committee would be reviewing the key stage 1 and 2 SATs results.

Following discussion, governors agreed to put back the date of their next meeting to after the Raiseonline training and a new date would be agreed at the end of the meeting.

MB asked if governors could have a breakdown of statistics for the class they were visiting before school visits took place. JE agreed to provide a profile for each class, broken down by gender, EAL, and SEN to help set the context of the cohort. **Action: JE** AW and SB emphasised that governors needed to be more proactive about setting the agendas for their visits in line with the findings of the Ofsted report as well as providing feedback.

The Church and Community Committee had already started looking at more ways of engaging parents, including a questionnaire. LM asked whether Ofsted might have based its judgment on parental engagement by speaking with parents who had incorrect information about the school. JN asked whether parents could have been misinformed due to a lack of communication. AW agreed that the governing body needed to look at how to maintain good communication with parents. MB referred to his suggestion last year about empowering and inspiring parents to help children with their homework. EA reported that letters had gone out to key stage 2 parents offering maths workshops for parents. Unfortunately only twenty of three hundred parents had responded. MB therefore asked whether the school was able to provide written guidance for those parents who might find workshops intimidating. AW felt that a parental questionnaire would be useful in gauging whether people would sign up to such events. EA added that she would not be discouraged and would talk to parents at the gate to promote the idea of workshops. **Action: EA**

Information from the forthcoming governance review would be used to firm up the governing body's post Ofsted action plan. In the meantime the Teaching & Learning Committee would begin work on it. **Action: AW & Church & Community Committee**

## **Correspondence**

There were no items of correspondence to be reported.

## **14. Attainment and Progress Data Reports**

Governors had received a comprehensive data report at the July meeting and JE highlighted the main issues again:-

**Early Years:** This data had yet to be analysed and would be presented to the Teaching and Learning Committee as soon as it was available. **Action: Teaching and Learning Committee agenda item**

**Year 1 Phonics Screening:** This year 66% of year 1 children had passed the phonics screening test, which was slightly less than last year. This year's national figure was not yet available, but this had been 69% in 2013. JE explained that blending sounds was a key issue for some of the children. However, most of those children not reaching the pass mark had only narrowly missed it. A good group of people had attended the intervention being run for parents from September and this tied in well with MB's suggestion about helping parents to support their children.

**Key Stage 1:** This data was looking strong. Attainment in reading, writing and maths had improved at all levels as compared to 2013 and was in line with national. AW added that it was good to see a significant number of children achieving level 3.

In terms of children eligible for pupil premium funding (now referred to by Ofsted as 'disadvantaged pupils'), performance had improved but not as quickly as for non-pupil premium children. The school needed to ensure that its pupil premium children improved quicker in order to close the attainment gap.

The Typical Progress report sent out with the agenda showed that progress in key stage 1 was good. This gave the year 3 teachers a good foundation to build on.

**Key Stage 2:** The key issue for governors to be aware of was that 60% of children had achieved a combined level 4 in reading, writing and maths, which was below the Government's floor target of 65%. This result had been unexpected, as the school's prediction had been 76%. JE explained that results were strong in writing but eight pupils had not achieved level 4 in maths. JE was asked if she knew the reasons behind the unexpected results. She explained that this was due to a combination of factors and it was not only a gender, pupil premium, SEN or pupil mobility issue. Most of the children concerned were in one class and the issue was thought to be around tracking of these pupils from year 4 upwards. AW asked if there was a danger of teachers focussing more on attainment in individual subject areas rather than on the combined result. JE explained that teachers recorded their assessments on shaded sheets for reading, writing and maths but needed to be wiser about which children were vulnerable to getting level 4 in only two of the three combined subjects.

JN asked how the monitoring of progress could be more robust and whether the current Year 6 children were on track to meet targets in 2015. JE emphasised the importance of challenging progress throughout the school, and holding teachers to account for all year groups, to avoid playing catch up in Year 6. The current Year 6 cohort had been tested at the end of Year 5 and would carry out assessments again in order to provide teachers with an accurate benchmark of their attainment. EA added that she would be meeting with Year 6 teachers again to put strategies in place for teaching Maths. A decision would be made whether to stream the children by ability to ensure they made as much progress as possible.

Some of the children with special educational needs had already started their interventions. SB asked whether the school had analysed last year's interventions. It was confirmed that analyses had been carried out and these showed that interventions for the more able children had worked well last year. This year's cohort would be assessed to see whether the same interventions would be used again this year. AW added that, at the first Teaching and Learning Committee meeting in October, JE would be reporting back specifically on interventions for Year 6.

LM referred to an earlier comment about teachers being held accountable and asked what this would mean. JE explained that all teachers had three performance management targets, one of which was linked to the progress and attainment of the children in their class. Discussions would take place if these targets were not met.

Governors thanked JE for her honest report and looked forward to receiving updates from the Teaching and Learning Committee.

## **15. External Assessment of Pupil Premium Funding**

This had been reported on under Item 13 – Ofsted Action Plan

## **16. Feedback from Awards Evening**

Governors recorded their thanks to EA for organising the awards evening, which had been a very successful way to end the year.

## **17. Correspondence**

The Chair had received correspondence from Croydon and the diocese and this had been placed in the school file.

### **18. Any Other Urgent Business**

There was no other business for discussion.

### **19. Confidentiality**

There were no items of confidentiality contained within the minutes to prevent their publication.

### **20. Meeting Dates**

As discussed earlier in the meeting, governors **agreed** a proposal to move the next governing body meeting back until after the Raiseonline training session on 27 November (6.30pm). The meeting would now take place at **6.30pm on Wednesday 3 December 2014**. (Not 26 November as originally planned)

### **21. Did this meeting make a difference?**

This had been a long meeting but governors felt it had given them a better understanding of the end of key stage 1 and 2 data and they were now more aware of the issue around the combined level 4 results.

### **22. Closing Remarks and Prayer**

AW thanked governors for their time and commitment. LM closed the meeting with a prayer.

### **23. Confidentiality**

There were no items of a confidential nature contained within the minutes to prevent their publication.

There being no further business for discussion, the meeting closed at 9.00pm

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