



All Saints' Church of England Primary School
Upper Beulah Hill, Upper Norwood, SE19 3LG
Minutes of the Extra-Ordinary Governing Board Meeting
Wednesday 21 June 2017 at 6.30pm

Shelisha Bent (SB)	LA Governor	Present
Chris Chikwendu (CC)	Foundation Governor	Present
Josephine Copeland (Head)	Head Teacher	Present
Robert Crorken (RC)	Parent Governor	Absent
Diane George (DG)	Staff Governor	Present
Hilary Grainger (HG)	Foundation Governor	Present
Chris Kent (CK)	Co-opted Governor	Present
Father Leonard Marsh (LM)	Foundation Governor	Present
Jesse Nderitu (JN)	Foundation Governor	Present from 7.47pm
Stella Onwu (SO)	Foundation Governor	Present from 7.21pm
Aaron Porter (AP)	Foundation Governor	Present
Janice Rawlins (JR)	Co-opted Governor	Present
Stephen Sin (SS)	Foundation Governor	Present
Jennifer Soaga (JS)	Parent Governor	Present
Arthur Williams (Chair)	Foundation Governor	Present
Jonas Wontumi (JW)	Foundation Governor	Present from 6.57pm
Lynn Bruce	Governance Clerk	Present
Zarah Persaud	School Business Manager	Present

Item	Minute	Action
1	<p>Welcome The chair opened the meeting and welcome everybody. Father Leonard led the opening prayer.</p> <p>Apologies There were no apologies received in advance of the meeting.</p> <p>Quorum – (50% of membership). The Clerk confirmed the meeting to be quorate.</p> <p>Declaration of Interests Governors were asked to update any declaration of pecuniary, business or personal interests they may have regarding this agenda. None were declared.</p>	
2	<p>Minutes of 4 May 2017 Governors agreed and approved the minutes of the meeting held on 4 May 2017 to be a true and accurate record of the meeting.</p> <p>The minutes were signed by the Chair and given to the Head for the school file.</p>	

	<p>Matters Arising</p> <p>The Governors account has £58.20 which is not enough to fund the annual awards. Any contributions are to be made as soon as possible – the bank details were previously circulated. Action: All</p> <p>School journey went well. On their return, the children recounted their visit. They liked the hotel, food and some didn't want to return to London. The Chair wrote on behalf of the GB thanking staff who gave up their time during the week.</p> <p>The Faith Group met on 5 June 2017 with LM, JR, Chantal Doffoh and the Chair. They looked at the SIAMs standards for collective worship and RE and the Governors visit to the school on 5 July 2017 had an RE focus.</p> <p>Governors' training included completing the last module of the Bishops Certificate course. CK, SS and the Chair completed the collective worship and RE training. CK, JN and the Chair completed the staffing module. Action: Clerk to add to the training schedule. All requirements for the course have been met. In September, there will be a service for Governing Boards, during that service there will be certificates given out.</p> <p>Action points</p> <p>Governors noted all three action points had been completed.</p> <p>JW joined the meeting at this point.</p>	<p>1</p> <p>2</p>
3	<p>Admission Policy</p> <p>The Chair explained this is a two-form entry (2fe) school, with two classes of 30 in each year. Earlier in the year, the LA informed the school that 25 children had applied to join Reception in September.</p> <p>The school currently has a deficit budget of £99,652 therefore staffing profiles are looked at frequently. The deficit is projected to move to an increased deficit of £250,151. The reason for this deficit is due to a drop in pupils on roll, reduced pupil premium funding, significant overspend on SEN provision and increases in staffing national insurance and pension contributions.</p> <p>The school has decided to limit next year's admission class to 30 (not 60) therefore the Admissions Policy must be addressed with both the Diocese and the LA.</p> <p>The Chair and Head met with Jennifer Wade from the LA Admissions Team where all options were considered. The Chair also met with Leo Morrell from the SDBE to ensure all legalities were met.</p> <p>A temporary variance to the Admission Policy is requested for Reception, for one year 2017-18. All documents must be sent to the Schools adjudicator and the Chair read out the letter to Governors which outlined the above information.</p>	

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	<p>By limiting the reception class, the teaching and support staff may temporarily reduce. The last four years have not had 60 children in each reception class therefore the need for school places in Upper Norwood will not be affected.</p> <p>The LA are required to support the application which they do.</p> <p>Q: How will this affect subsequent classes? A: It won't affect other years as this class will go through the school as 1fe. Staffing will be allocated appropriately as is now and it was noted that not all teachers are permanent.</p> <p>Q: What are the implications of doing nothing? A: The deficit budget would get worse.</p> <p>Q: What will the empty classroom be used for? A: Staff working on intervention could use the space.</p> <p>Governors agreed unanimously and approved for the Chair to submit an application to the adjudicator requesting a temporary reduction to the Reception Class for 2017-18 to a maximum of 30 children. Action: Chair to submit temporary variation request to the Admissions Policy.</p>	3
4	<p>Policies for review</p> <p>Induction Policy for New Governors</p> <p>It is an audit requirement to have an Induction Policy for new Governors. This has been helpful as the GB are currently recruiting for a vacancy. Governors need to be aware of the commitment they are being asked to make. The code of conduct states expectations and Governors are also to be given the latest Ofsted report, school brochure and the standing orders. Training access is also important.</p> <p>Governors agreed and approved the Induction Policy for new Governors and the Chair signed the document.</p> <p>Finance Policy</p> <p>The SBM has updated this policy which includes how money is spent, challenges, deployment of staff, use of premises and resources. Giving best value at all times. The purchasing limits have been reduced to £3,000 and three quotes are required for any work. School staff are also expected to gain at least two quotes for any work/purchases.</p> <p>Governors agreed and approved the Finance Policy and the Chair signed the document.</p> <p>Best Value Statement</p> <p>Governors reviewed and agreed the Best Value Statement Policy.</p>	

	<p>Business Continuity Plan has been updated including all key-holders and contact details.</p> <p>Q: How many Policies does the school have? A: The school has at least 50 Policies and the reviews are varying from one – three years. HR Policies are reviewed every three years unless directed otherwise by the LA. Action: Clerk to circulate the Policy review schedule.</p> <p>Guidance for school trips Clarification for school trips was sent to the Head in light of some recent incidents. The Head explained that they will have more adults on trips and consult parents on future trips. JCA will be visiting the school to do a tour of the building and to advise if any changes could be made regarding terrorist attacks e.g. lockdowns and different alarm systems. The Head highlighted the boundary fence is very low.</p> <p>Governors agreed and approved the Guidance for school trips and the Chair signed the documents.</p> <p>Action: Clerk to add all Policies above to the review schedule.</p> <p>Grant applications The SBM attended a course on how to write bids and grant applications which is clearly an important job.</p> <p>Pebbles Marketing company JW gave an update on communications with this company which he will be following up.</p> <p>Croydon Contingency Fund A bid to support the deficit budget will be made asking for £150,000 from this pot.</p> <p>SO joined the meeting at this point.</p>	4
5	<p>Pupil Discipline Committee Governors were informed of the Head's decision before half-term to permanently exclude a child from year 6. The information was shared with the PPCC on 24 May 2017 and a Pupil Discipline Committee meeting for 7 June 2017 was called where the Head, Chair, LM and the Clerk were all present. The Head went through all the reasons for the exclusion – the panel upheld the decision. The parents were informed in writing of the decision and were advised of the appeal procedure should they require it.</p>	
6	<p>Governors' Visits SB visited the school on 17 March 2017 and provided a comprehensive written report to Governors. She found impressive evidence on the tables, she was able to look at marking and triangulate the information provided. It was a well organised, informative day. DG felt the Governors' visit had taken away the fear from middle</p>	

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	<p>leaders and through the challenge they had experienced. The staff were more able to articulate their work and show the impact of the work undertaken.</p> <p>JN joined the meeting at this point.</p> <p>The next visit is scheduled for Wednesday 5 July 2017 and the focus will be RE and pupil voice (year 6 leavers).</p>	
7	<p>HMI Inspection</p> <p>Governors had sight of the recent Inspection report of the school - the challenge encountered in the recent Governors' day was mentioned.</p> <p>The Head felt everything Governors had put in place came to fruition. Middle leaders were more confident and acknowledge they still have a long way to go.</p> <p>The Croydon Advertiser had published information about the most recent inspection and Governors were made aware that there is some chat amongst Facebook users regarding their publication.</p>	
8	<p>Governors work through-out 2016-17</p> <p>Governors reviewed their work and impact for the past year highlighting that Inspectors rightly recognised the Governing Board as a strength at the last inspection. Governors continue to be knowledgeable and admirably committed to the school, its staff and pupils. They developed their own action plan after the last inspection to ensure they were best placed to address areas for improvement effectively.</p> <p>Governors have broadened skills through additional training. They have actively contributed to the development of middle leaders for example meeting them regularly and ensuring that they have insight skills and knowledge to ask leaders the right questions to drive further improvements. A Governor meets regularly with the school business manager to ensure that safeguarding records are up-to-date.</p> <p>Governors then completed an exercise reflecting the impact of the GB as a whole. The Chair collected the views of each Governor and will collate for the final document.</p> <p>Governors' competency framework will be looked at again by Governors. Action: Clerk – GB Agenda.</p> <p>The Chair thanked Governors for their hard work over the last year.</p>	6
9	<p>Letter regarding Bishop's visit</p> <p>Governors noted the letter regarding the visit from Bishop Christopher. The Bishop was impressed. He took part in the assembly and children were able to ask questions. He was presented with a gift from everyone at All Saints.</p>	
10	<p>Foundation Governor</p>	

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	<p>SO shared with Governors that she had chosen to retire as Foundation Governor after many years. The Chair thanked her for all her work. She was presented with a farewell card.</p> <p>The Chair informed Governors that he has started looking into a replacement and may have identified a gentleman who is interested.</p>	
11	<p>Future meetings Governors noted dates of future meetings all at 6.30pm. T&L - 28/06/17 RC - 05/07/17</p> <p>Autumn RC - 03/10/17 GB - 10/10/17 PPCC - 02/11/17 T&L - 07/11/17</p> <p>Spring RC - 09/01/18 GB - 16/01/18 T&L - 06/03/18 PPCC - 22/03/18</p> <p>Summer RC - 24/04/18 6.30pm Budgets only GB - 24/04/18 7.15pm Budgets only</p> <p>PPCC - 24/05/18 T&L - 26/06/18 RC - 03/07/18 GB - 10/07/18</p>	
12	<p>Publication of Minutes Governors agreed there were no 'confidential items' to be recorded in Part B minutes.</p>	
There being no further business, the Head led the closing prayer and the Chair closed the meeting at 8.15pm.		

Item	Action	Owner	Status
1	Governors to donate to the Governors' account to ensure there is enough money for the awards.	All	Open
2	Governors' training to be added to the training schedule.	Clerk	
3	To submit temporary variation request to the Admissions Policy.	Chair	
4	To circulate the Policy review schedule.	Clerk	

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5	Policy review schedule to include Induction Policy for new Governors, Finance Policy, Best Value Statement and guidance for school trips.	Clerk	
6	GB Agenda - Governors competency framework.	Clerk	

To confirm these minutes are a true and accurate account of the meeting.	
Chair's signature	<i>AC Williams</i>
Chair's name	Arthur Williams
Date	10-10-2017