

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

**Minutes of the meeting of the Governing Body held on Thursday the 23rd April 2015 at 6.30 p.m. at
the school**

Present:	Arthur Williams (AW)	Foundation Governor (Chair)
	Esther Akinmade (EA)	Foundation Governor & Acting Head
	Shelisha Bent (SB)	Local Authority Governor
	Milen Bennett (MB)	Parent Governor
	Jennifer Brown (JB)	Foundation Governor
	Christopher Chikwendu (CC)	Foundation
	Chris Kent (CK)	Co-opted Governor
	Jesse Nderitu (JN)	Foundation
	Stella Onwu (SO)	Foundation
	Janice Rawlins (JR)	Co-opted Governor
	Jonas Wontumi (JW)	Foundation
	Stephen Sin (SS)	Associate Member
Also Present:	C. Milsom	Acting Clerk
	Michaela Groves	School Bursar (agenda item 5)
	Jane Cousins	JCA School Support (agenda item 5)
Absent:	Chantal Doffoh Staff Governor	Ayshea Hay Parent Governor
	Leonard Marsh Foundation	Aaron Porter Foundation

1. Opening Prayer

Jesse Nderitu JN opened the meeting with a prayer.

2. Welcome, Introductions and Apologies for Absence

Apologies had been received from Chantal Doffoh, Leonard Marsh and Aaron Porter and reasons were provided. The governing body accepted these apologies.

The governing body also accepted the apologies from Stephen Sin for his absence from the last meeting.

No apologies for absence had been received from Ayshea Hay.

The chair welcomed the acting clerk.

3. Quorum and agenda

The meeting was quorate.

4. Declaration of Pecuniary and Business Interests

There were no declarations of interest in relation to any of the agenda items and no changes to the recorded business interests.

5. Finance

Governors expressed concern that the financial reports had not yet been reviewed by the Finance Committee however it was explained that the LA set a strict timetable for the completion and submission of financial reports and the current meeting cycle did not

coincide with this. As a result the reports needed to be submitted and considered by the full governing body in order to comply with the LA timetable. It was agreed that the reports would be considered in detail at the next Finance Committee meeting.

2014/2015 Accounts – The Q4 Report and year end statements had been completed and these showed that the school had ended the financial year with a small surplus balance of £16,947. The school was congratulated on the management of its finances as it was the first year for some time that the school had been able to achieve a surplus at the year-end. The accounts were agreed and the chair signed the following documents:- Q4 statements and Income and expenditure Report, Final CFR Report, Balance Sheet, Funding Sheet and Analysis of Balances Report.

Annual Budget 2015/2016 - The detailed Income and Expenditure Report had been emailed to governors on the day of the meeting and a summary was circulated at the meeting.

Governors raised the following questions:-

Q. Why is there a variable amount for the EYB income quoted for the different terms

A. The termly early years funding related to actual nursery occupation levels. Summer 2015 occupancy was known (45 pupils) so an accurate value could be included in the budget sheet. At the present time there were no accurate numbers for the other 2 terms so funding was an estimate based on minimal occupancy of 20 pupils. This would be adjusted on a termly basis once the actual pupil numbers were known.

Q. What does AEN relate to

A. This is funding based on a deprivation factor. The post code of the pupils is analysed by identified national areas of deprivation and this generates additional funding.

Q. What are indirect employee costs

A. These would be staff recruitment costs as well as DBS applications and renewals.

Q. What are other staff

A. Lunchtime staff.

Q. Can the actual figures for the previous year be added to the sheet for comparative purposes

A. Yes and this was on the previous sheet but because there have been several adjustment to this report there has not been time to add in the extra information. This will be done and sent to governors.

Governors attention was drawn to the fact that in setting the budget there was an in year surplus of £5,669 which would project a year-end surplus of £22,616 when taking into account the balance carried forward from last year.

Q. Is there any contingency funding in the budget.

A. No. The only contingency is the projected surplus although all anticipated expenditure has been built into the budget. This includes increases in teaching and non-teaching pension costs, changes in national insurance and also incremental increases for staff that would be eligible if they met their performance criteria.

Q. At present this only represent 1% of the school budget

A. Yes but this is not a significant amount. The maximum amount that a school can carry forward is set at 6% of the annual revenue budget.

Q. There is still a significant supply teacher budget

A. This is used to cover for sickness and also release time for staff. The level of supply staff was reducing and some of the budget might not be used.

The revenue budget was based on current staffing and assumptions such as the appointment of a substantive head teacher.

Q. Does this also cover services purchased from the diocese

A. Yes it does and that includes HR services.

Q. There is funding for educational visits

A. Yes there is both an income and an expenditure line. There is an assumption that the costs will be covered by income.

Q. What is the Cluster rebate under Income

A. This relates to the fact that the school is in catering cluster and although profit is low there is a rebate. The original contract was for 3 years but this has been extended for a further 2 years. The rebate will increase again next year. The contract will need to be reviewed prior to the expiry of the 2 year extension.

Q. What is mobility funding

A. This relates to the level of pupil turnover in the school.

It was agreed that the timing of future finance meetings needed to be set so that they coincided with the production of financial reports and any LA requirements for the submission of returns.

The next meeting of the Finance Committee was scheduled for the 16th June.

Milen Bennett arrived at the meeting.

The budget for 2015/2016 was formally approved by the governing body.

It was confirmed that the SFVS return for 2015 had been sent to the LA.

The chair thanked Michaela Groves and Jane Cousins for attending the meeting.

6. Minutes of previous meetings

It was agreed to take the minutes of the meeting of the 12th February at this point in the meeting but to defer the minutes of the 15th January and the 11th March to agenda item 10 as these included matters relating to the head teacher appointment process.

The minutes of the 12th February were submitted and accepted as a true record of the meeting. They were signed by the chair.

7. Matters arising from the Minutes

It was confirmed that all of the outstanding governor DBS issues had been completed and that these were now up to date.

Jesse Nderitu (JN) reported on the “Class Dojo” IT system which allowed staff to communicate directly with parents and pupil behaviour and performance. This was now being used across most classes in the school and EA commented that she was following this up with the staff who had not yet taken this on board. Feedback from parents, and staff had been very positive and the impact on pupils had also been positive. It was agreed that governors should look at this when next they visited the school, to see it in operation.

Q. Is there a cost to the school for installing and using this

A. No not at present and there is no advertising either

Data Reports – These had been sent to Shelisha Bent and would be discussed at the next Teaching and Learning Committee meeting.

There were no other matters arising that were not already on the agenda and there were no additional items that were not already included on the agreed agenda.

8. Governing Body Structure and Membership

Governors noted the appointment of Aaron Porter. He was currently attending all of the committee meetings and would be expressing a preference once he had completed these visits.

Action: AP to advise the chair of his preferred committee choice

Web Site – The chair asked if there was a governor who would be prepared to monitor the items loaded onto the school web site. There was a range of items, such as the SEN local offer, Pupil Premium and Sports Funding data which needed to be posted on the school web site by statute. Jesse Nderitu agreed to undertake this role.

Action: JN to monitor the school web site and to ensure that all of the statutory items were there and current

It was also agreed that the governors should try to monitor the use of the site by parents.

9. British Values

As part of the school SMSC Policy there was now a requirement for schools to have a clear view of what constituted British Values and how these would be communicated to pupils through a range of policies across the curriculum.

The governors broke into small groups and spent a short while thinking about 4 key areas which they regarded as British Values. These were fed back to the full meeting and listed by the chair. Some were either the same or very similar but these would be summarised and presented to the next Teaching & Learning Committee meeting where they could be discussed and compared with the 6 key values that the school had already identified and were built into the school ethos.

It was stressed that the governors needed to be assured that these were built into the policies and life of the school and how this was supported through the school curriculum. At the present time this was a key Ofsted area.

Action: Chair to summarise the governor responses on British Values to feed into the T & L meeting

Janice Rawlins left during the discussion of this item.

Esther Akinmade left the meeting prior to the discussion of this item

10. Head Teacher Recruitment Update

Minutes - The minutes of the two meetings held on the 15th January and the 11th March 2015, which included matters relating to the head teacher appointment process, were submitted to the governors for consideration and approval.

It was agreed that these represented a true record of the meetings. The minutes of the meetings held on the 15th January and the 11th March 2015 were signed by the chair.

The chair updated the governors on the process for the filling of the vacant headship post. The panel had met on Tuesday to shortlist applications. There had been three applications and it had been agreed that all three candidates should be called for interview. The interviews would be taking place next Tuesday and Wednesday and following the completion of the interviews on Wednesday the 29th April there would be a special governors meeting at 6.30 p.m. to receive and ratify the recommendation for the panel for the filling the post. As Father Leonard had not been present at the shortlisting meeting he would not be able to vote on the applications but he would be present at the interviews.

The chair asked if any governors would be available on the morning of the 28th April from 8.30 a.m. in order to conduct candidates around the school and if so could they advise him.

Action: All Governors to check availability for the morning of the 28th April

Action: Chris Kent to see if she can be freed from swimming support in order to be available

Esther Akinmade re-joined the meeting.

11. OfSTED Action Plan

The report from the head teacher had been sent to all governors. The report reflected the key OfSTED areas and the head went through the main points under Quality of Leadership and Management which was still judged as RI. Joint lesson observations had been carried out as well as learning walks. One result was that a staff meeting had been held with a focus on developmental marking. The school would be investing in a new pupil data/progress tracking system which would be maintained by the individual class teachers. There had been pupil progress meetings with all staff and strategies had been put in place to ensure staff met their targets. It was reported that the recent data reports had been sent to the HMI.

The reduced size of the SLT placed considerable pressure on the staff, although the middle leaders continued to grow and improve.

The LA had been contacted as the school had not been assigned a School Improvement Partner (SIP) and had been without identified support for well over a year. David Butler had responded indicating that this was his role. Governors expressed concern that the school had been without this resource for so long.

Action: *Chair to write to David Butler expressing the governors concerns at the lack of an assigned SIP since the departure of Patrick Morgan.*

Linda O'Callaghan the heads mentor would be sending her visit report to the school and also to the HMI.

Governors were concerned that Y6 were still vulnerable and that there were identified gaps in Y5. It was noted that booster classes had been held over Easter to support vulnerable groups in year 6.

It was agreed that early years was very strong but that as pupils had moved through the school so there had been a loss of momentum and this still needed to be corrected, although progress was being made. High expectations needed to be maintained throughout the school, not just in early years.

A more detailed discussion on the performance data would take place at the Teaching & Learning committee meeting on the 11th May at 6.30 p.m. and all governors were encouraged to attend.

A governor expressed concern that there was still inconsistent performance in some year groups and although it was agreed that some had a high level of special needs and deprivation but this was not an excuse.

There was also concern at the high number supply teachers used by the school but it was noted that this was reducing as the level of sickness and stress reduced. Morale was improving and the head teacher was taking steps to continue to improve this. Rather than use external supply the head teacher was planning to employ a High Level Teaching Assistant (HTLA) as a cover supervisor for staff absence. This would be a person who was familiar with the pupils as they would be a member of the school staff and would be able to fill in for short term teacher absence. There would still be a need for some supply cover in order to provide release time for staff.

Governors were invited to visit the school and this would be after the half term. Two dates were fixed, the 8th and the 19th June.

Behaviour continued to improve although some classes still appeared to have a high number of red cards, but these generally related to specific pupils. The EWO was following up on both poor attendance and lateness.

Governors were pleased with the success of the Parents Forum and the exceptionally high response of 239 forms, to the parent questionnaire which was based on the OfSTED format.

There were still one or two areas which were of concern including only 70% recommending the school but it was agreed that this might still be the perception based on historic views and some parents might still not be aware of the progress that the school was making. The same applied to bullying, disruption in class, and behaviour.

The report also included the proposed inset days for the 2015/16 academic year which were:

3rd & 4th September 2015, 4th January, 11th April and 6th June 2016.

In addition the head teacher was requesting permission to close at 2.00 p.m. on the 18th December 2015 and the 22nd July 2016.

This was formally approved.

The Post OfSTED Action Plan had been updated with all of the progress areas covered in the spring term and this would be sent to the HMI.

Governors discussed when the next Inspection might take place and they were advised by the chair that on the appointment of the new head teacher the school could request a 2 year deferment of the inspection. This would allow the inspection to be based on the performance of the new head teacher. Even if there was one year where results had improved OfSTED preferred to see consistent improvement over time, hence the 2 year period. The last inspection had taken place prior to the publication of the 2014 SAT's results which had not been good and there were still some concerns about the possible results from the current year 6. An inspection In the spring term of 2016 would be judging the school on the 2014 and 2015 results.

The chair could write to the regional director of OfSTED to request a deferment if this was considered necessary.

Action: *To review the SAT's data in the autumn term and the FGB to decide with the new head teacher whether to request a deferment of the next OfSTED Inspection.*

12. Policy review

Admission Policy – The Admissions Committee had reviewed the policy, which had only just come into effect this year, and had decided that they would recommend to the board that no changes should be made to the current policy.

This recommendation was formally approved.

Action: *That the LA be advised that there would not be any changes to the School Admissions Policy.*

It was noted that at the present time the school had not filled all of the church places in Reception. Only 3 of the 12 places related to church applications. The LA had been contacted concerning the extra places.

13. Governors Action Plan

Changes had been made to the structure of the board and the frequency of meeting and further changes were planned for the next academic year with some committees being combined. The timing of meetings would also be reviewed to fit in with data and financial cycles.

Agendas were now being time limited, where possible reports were being issued in advance of the meeting and this was particularly true of the headship report, and governors had all completed a skills audit, a summary of which had been circulated.

The chair highlighted the strengths of the members but also pointed out areas where additional training could support the work of the governors. In addition it identified what skills the governing body would need to look for when recruiting new governors.

One area was a need for the distribution of chairing responsibilities and there was an LA training course for this in November. Other areas that could be strengthened were understanding data, finance and budget issues and links to the local business community.

Q. Would there be opportunities for governors to undertake some chairing activities during meetings

A. This was possible but chairing involved a range of skills including preparation for meetings. The chair could provide some training for interested governors.

RAISEonline training could be provided as part of the governors day in school. Sue Healey from St Leonards had invited governors to attend one of her governors meetings to gain wider experience.

14. Committee Reports

Finance & Personnel Committee 16th April 2015– Governors received an oral report. This covered staff resignations, future assistant head appointment, consideration of the role of an Inclusion Manager and additional support in the office. There had also been a request for additional TA support in the nursery to support speech and language issues.

Teaching and Learning would be meeting on the 11th May 2015.

Pupil Welfare Committee 20th April 2015 – The oral report covered the improvements in behaviour, monitoring of vulnerable pupils and an EWO report, and in school activities such as swimming. There had not been any exclusions.

Church & Community Committee 2nd March 2015 – The minutes had been circulated and there was nothing further to report. The chair commented on the excellent Easter School services taken by year 6 Falcons class in All Saints Church on 25 March. It was also noted that there was a good turn out by the year 6 parents.

Jesse Nderitu reported on a meeting with David Sanders the diocese building officer about bids for work at the school. Work to the entrance hall to change the layout would cost in the region of £150,000 and the school would need to raise 10% of the cost. The foyer gave direct access to pupil toilets which was a pupil safety issue and there were no facilities for staff to discuss confidential matters with visitors.

The LA was providing funding to undertake upgrading works in some classrooms which included new lighting. Funding was in the region of £100,000.

There was no information at the present time on the situation concerning the caretakers house.

Premises matters would be dealt with at the next Finance meeting on the 16th June 2015.

15. Governors Training

Chris Kent gave brief feedback on the Exclusion and Fair Access training which she had attended with Avshea Hay and Janice Rawlins.

No other training had been attended by governors.

16. Correspondence

The chair reported the following items:

Suzy Howell, assistant head, had tendered her resignation. The situation would be reviewed once the headship appointment had been completed.

Joe Salter, head of the nursery, had raised the issue of the low number of admission in the nursery. There had also been very good feedback from parents to training which had been

provided to parents to assist in the teaching in phonics. Jo Salter had sent the chair copies of the parental feedback of the phonic workshop she had given to parents in March. Additional Language TA support in the Early years and KS1. The request for additional TA support in the nursery as discussed earlier in the meeting. Regarding Pupil Premium, Rhiannon Fenemore, the acting Inclusion Manager had written to the chair outlining her thoughts on the future of the post. The chair had written to Sandra Stephenson's family, and a letter had been received from Carol Fagan tendering her resignation as clerk to the board of governors. A letter had also been received from Janet Hilary who was the external adviser for the head teacher performance review and EAs mid-year performance review had taken place on April 14th.

17. Any Other Business

A governor asked about extending nursery hours and parents purchasing extra sessions. It was noted that this was allowed and encouraged and that any parents interested should speak to staff in the office.

There was no other business.

18. Date of the next meeting

It was agreed that the next meeting of the governing body would be held on Wednesday 29th April 2015 at 6.30 p.m.
4th July School Carnival
14th July Governors Awards assembly
17th July Year 6 leavers assembly

The governors would be meeting on Thursday 17th September 2015 at 6.30 p.m.

19. Did this meeting make any difference?

Governors agreed that it had been a very positive meeting with good participation by all governors.

20. Closing Prayer

Esther Akinmade closed the meeting with a prayer.

21. Confidentiality - Publication of Minutes

As there were no matters of a confidential nature contained in the minutes it was agreed that the minutes of the meeting could be published after they had been agreed by the chair.

There being no further business, the meeting closed at 9.07 p.m.

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

No.	Action Log	Lead	Time
8	Action: AP to advise the chair of his preferred committee choice	AP	
8	Action: JN to monitor the school web site and to ensure that all of the statutory items were there and current	JN	
9	Action: Chair to summarise the governor responses on British Values to feed into the T & L meeting	AW	
10	Action: All Governors to check availability for the morning of the 28 th April Action: Chris Kent to see if she can be freed from swimming support in order to be available	All CK	
11	Action: Chair to write to David Butler expressing the governors concerns at the lack of an assigned SIP since the departure of Patrick Morgan	AW	
11	Action: To review the SAT's data in the autumn term and the FGB to decide with the new head teacher whether to request a deferment of the next OfSTED Inspection.	AW	
12	Action: That the LA be advised that there would not be any changes to the School Admissions Policy.	AW	