



# **All Saints' Church of England Primary School** **Governing Board Meeting** **26 September 2018, 6.30pm**

Shelisha Bent (SB)	LA Governor	Present	
Chris Chikwendu (CC)	Foundation Governor	Present	
Josephine Copeland (JC)	Head Teacher	Present	
Patrick Flack (PF)	Foundation Governor		Absent
Diane George (DG)	Staff Governor	Present	
Hilary Grainger (HG)	Foundation Governor	Present	
Chris Kent (CK)	Co-opted Governor	Present	
Lorraine Kinnear (LK)	Parent Governor	Present	
Father Leonard Marsh (LM)	Foundation Governor	Present	
Jesse Nderitu (JN)	Foundation Governor		Absent
Aaron Porter (AP)	Foundation Governor	Present	
Janice Rawlins (JR)	Staff Governor	Present	
Stephen Sin (SS)	Foundation Governor	Present	
Jennifer Soaga (JS)	Parent Governor		Absent
Arthur Williams (AW / CoG)	Foundation Governor / Chair	Present	
Jonas Wontumi (JW)	Foundation Governor	Present	

## **In attendance:**

Rosemary Oram (RO) - Clerk

AGENDA ITEM	MINUTES	ACTION NO:
1	<p><b>Welcome and Apologies for Absence</b></p> <p>AW welcomed everyone to the meeting and invited LM to lead members in a prayer and then to offer his reflections of the school. LM read the school's ethos statement, highlighting that Governors are charged with promoting and supporting high quality education for the pupils and driving up standards. As well as meeting Ofsted requirements, it was essential for the school to offer a balanced curriculum as a Christian school, eg developing a Faith Team, enabling Pupil Voice involvement in planning services. LM also gave details of events such as two exhibitions held in the church which included pupils' work and two workshops in 2019, for which grants have been obtained, to develop musical skills. A school Eucharist takes place once a term, and preparation for Holy Communion classes. There is also a junior choir, run by the choirmaster. Pupils will also be given the opportunity to develop a sense of social responsibility through working with Citizens UK.</p> <p><u>Apologies</u></p> <p>Apologies had been received from PF and were accepted. JS also sent apologies,</p>	

	<p>as she has resigned as a Parent Governor.</p> <p>The meeting was confirmed as quorate.</p> <p><u>Declaration of Interests</u></p> <p>All those present signed DoI forms for 2018-19.</p>	
2	<p><b>Election of Chair and Vice Chair for 2018-19</b></p> <p><u>Chair</u></p> <p>RO asked Governors for nominations for the role of Chair. LM nominated AW, seconded by SB. As there were no other nominations, AW was elected as Chair for this academic year. AW advised that this will be his last year as Chair and asked Governors to consider if they would like to take on this role next year.</p> <p><u>Vice Chair</u></p> <p>JN did not wish to stand as Vice Chair again, and AW asked Governors to think of taking the role with a view to becoming Chair next year. It was agreed that Governors would defer the election to the next meeting, allowing for time to consider the implications, possibly speaking with AW in the meantime.</p> <p><b>Action: Governors to consider standing for Vice Chair, and an election to take place at the next GB meeting.</b></p>	1
3	<p><b>Thank you and recognition</b></p> <p>AW advised the meeting that LK and JS (absent) were standing down as Parent Governors. He thanked LK for her contribution to the GB and support for the school. A small presentation was made to her.</p> <p>Lynn Bruce, Clerk to the GB, has resigned and a thank you card was circulated for signatures.</p> <p>AW advised Governors that a new Clerk will need to be appointed, and it was agreed that JC and AW will follow this up with Octavo and SDBE.</p>	
4	<p><b>Governing Board Business</b></p> <p><u>Parent Governor elections</u></p> <p>Information will be circulated to parents and an election held after half term. LM agreed to count the votes.</p> <p><u>Instrument of Governance</u></p> <p>AW said that, apart from the two Parent Governor vacancies that had arisen, the GB complies with the IoG.</p> <p><u>Committee membership and Link Governors</u></p> <ul style="list-style-type: none"> <li>• Resources – SS stood down, all others continue</li> <li>• Teaching &amp; Learning – all members continue</li> <li>• PPCC – SS joined, all others continue</li> <li>• Admissions - all members continue</li> <li>• Pupil Discipline – HG stood down, AP joined</li> </ul>	



	<ul style="list-style-type: none"> <li>• Staff Discipline – HG joined, all others continue</li> <li>• HT Performance Management – LM stood down</li> <li>• Pay - all members continue</li> <li>• Pay Review - all members continue (LM to hear appeals)</li> <li>• Safeguarding – JN stood down, HG will join on completion of training</li> <li>• Finance - CC</li> <li>• Maths – SS</li> <li>• Literacy – AP</li> <li>• Food &amp; Nutrition – SB</li> <li>• SEND, PPG and Inclusion – CK, HG and DG</li> </ul> <p><u>Skills Audit</u> Forms were circulated at the meeting for completion.</p> <p><u>DBS checks</u> AW confirmed that, following checks with Zara, all staff and Governor DBS details are up to date, and the records had been signed.</p> <p><u>Contact details</u> No changes were reported.</p> <p><u>Website</u> Governor information on the school website was up to date. Some changes may be necessary following this meeting.</p>	
5	<p><b>Minutes of previous meeting</b> The minutes of the GB meeting held on 10 July 2018 were agreed as a true and accurate record of the meeting, and signed by the Chair.</p> <p><u>Action Points</u></p> <ol style="list-style-type: none"> <li>1. Closed - the SDBE and LA have been notified regarding Year 1 for 2018.</li> <li>2. Closed – letters were sent to resigning staff.</li> <li>3. Closed – the Lockdown Policy will be on the agenda for the next Resources Committee meeting. JC said that it had been agreed that work was required.</li> <li>4. Closed – the school journey will be discussed at this meeting.</li> <li>5. Closed – the Governor Day report will be on the agenda for the next T&amp;L Committee meeting.</li> <li>6. Closed – the PCC approved JW continuing as a Foundation Governor for a further four year period.</li> </ol>	
6	<p><b>Governing Board processes</b></p> <p><u>Code of Practice</u> The document was circulated for signature at the meeting.</p> <p><u>Standing Orders</u> The GB does not have Standing Orders, but each Committee agrees Terms of Reference which are then approved by the full GB. It was agreed that this should continue.</p>	

7	<p><b>Safeguarding</b></p> <p>AW spoke about the enormous challenge Safeguarding presents for schools and Governors. He said that all staff and Governors must complete training to understand the issues and ensure the safety of the pupils. Part 2 of Keeping Children Safe in Education 2018 (statutory guidance) had been circulated prior to the meeting, and AW asked that all Governors ensure that they have read the document and sign to confirm this at the next meeting. He said that Safeguarding had been identified as a key priority at the recent Croydon Chairs of Governors meeting.</p> <p><b>Action:</b> All Governors to read part 2 of KCSIE and to sign to confirm this at the next GB meeting.</p> <p>JC said that the Safeguarding policy is shared with all staff and is part of the induction for new members. Staff have to read and sign Part 1 of the KCSIE document. She outlined the procedures that have to be followed if any issues are reported. Reports are dealt with by the Designated Safeguarding Leads (DSL), who are all trained and certificated. All reports are dealt with confidentially, with staff only being told what they need to know. The Croydon MASH team has an advice line to speak to before proceeding. Posters around the school ensure that everyone is aware of the procedures to follow.</p> <p>Q – Governor asked about children who come from other schools.  A – JC said that records are sent confidentially and reviewed by the DSLs, whether closed or ongoing.</p> <p>Q – Governor asked about training, and what level was required.  A – AW said that he will be attending the SDBE training and will ask for further information. LK said that she had DVDs for Level 1 training and will give them to the school. JC advised that certificated online training is available via Croydon e-Learning.</p> <p>AP suggested that Safeguarding should be on the PPCC agenda, reviewing the number of incidents that have occurred and any common themes. HG said that all committee should have Safeguarding on their agendas.</p>	2
8	<p><b>Chair's Action</b></p> <p>AW advised that, during the summer holidays, he had had to sign for a back advance to cover staff pay. JC said that this was a normal situation for many schools.</p> <p>AW said that he had attended the Croydon Chairs of Governors meeting on 17 September 2018.</p>	
9	<p><b>Finances</b></p> <p><u>Q2</u>  This will be discussed at the Resources Committee meeting on 10 October 2018.</p> <p><u>Budget Summary 2018-19</u>  A meeting had taken place with David Butler and the school can apply for</p>	



	<p>contingency funding. The school will be advised of the date of the panel hearing.</p> <p><u>Pay increase</u> The figures have been published, but no extra funding is available. The school will have to find 1% of the increase.</p>	
10	<p><b>Committee minutes</b> There were no updates from the PPCC or Resources Committees.</p> <p><u>Teaching &amp; Learning</u> JC outlined the progress scores for Reading, Writing and Maths for KS1 to KS2, showing improved results from last year. She apologised for not sending out the figures with her report, and will do so tomorrow.</p> <p>DG spoke about how pupil mobility can affect the school's data, and advised that figures will be compiled for all pupils and also disaggregating those who had joined in the last two years. She said that results for Maths are higher for those pupils who have been at All Saints from Reception. DG said that many children joining the school are EAL and working below expected. All pupils are assessed in week three of the new term and then again before half term. This provides a baseline to use to evaluate progress.</p> <p>Q – Governor asked how many children have joined in-year. A – JC advised that 60 children joined the school last year, after the Census Day.</p>	
11	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• Lockdown – to Resources Committee</li> <li>• Whistleblowing – dealt with in April 2018</li> <li>• Pay – draft document still requires work. AW will speak with Zara and the policy will be brought to the next GB meeting. JC said that Croydon and the SDBE will be consulted as there are different payscales for TAs and teachers.</li> <li>• Governor expenses – to Resources Committee</li> <li>• School Governor visits – to next GB meeting</li> </ul>	
12	<p><b>School Journey</b> JC said the school journey will be to Carroty Wood, a faith-based residential outdoor activity centre in Tonbridge on 31 October to 02 November 2018. 25 children and four adults will be going, at a cost of £120 each.</p>	
13	<p><b>Governor's visit</b> No updates were given.</p>	
14	<p><b>Head Teacher's report</b> (<i>circulated prior to the meeting</i>) JC said that last year's results had been good, and work would continue on the identified key priorities. Two learning walks have taken place, one with an SDBE inspector and one with the new LA School Improvement Partner (SIP). They spoke with staff, looked at books and observed lessons. The SIP said that good teaching was taking place and she was confident to move the school from RI to</p>	

	<p>category 2B (2 = Good, A or B). JC said that it was good for the LA to see the progress that has been made, as Ofsted will speak to them should an inspection take place.</p> <p>JC then listed the School Improvement Priorities for 2018-19. She reiterated the number of children who have joined the school in-year, and said that 40% are not working at Expected. She said that interventions have been put in place for Reading, Speaking and Listening, which are key to children being able to access the curriculum.</p> <p>AW said that Governors must be able to monitor what is happening in the school and challenge the staff if necessary. Governors were then split into small groups, each given one of the priorities to discuss and decide how they could determine that the priority is being tackled well and which committee should have the priority in its ToRs.</p> <p>Once the discussions were concluded, each group summarised their findings which AW noted down. He will consolidate the information and circulate a provisional Action Plan regarding support for the priorities from Governors.</p> <p>It was agreed that all committees could bear responsibility for any of the priorities, which all tie together. Other suggestions for taking the priorities forward included:</p> <ul style="list-style-type: none"> <li>• wider advertising of Welcome Wednesday</li> <li>• more informal Governor visits, eg to speak with TAs</li> <li>• hold a "jobs day" – Governors to speak with the children</li> <li>• ask middle leaders to give guidance about the work they do</li> <li>• speak with staff about the impact that demanding children can have on the class as a whole</li> <li>• build priorities into committee agendas</li> <li>• hold another learning walk in November – Governors to attend</li> </ul> <p>JC said that she would like Governors to watch a video of a lesson, and then the same lesson with a voice over explaining what is actually happening.</p>	
15	<b>Governing Body priorities for 2018-19</b> <i>(covered under Item 14)</i>	
16	<b>Evaluate the work of the GB</b> This item was not covered.	
17	<b>External reports</b> JC said that a report will be received from Joyce Lydford, the new SIP.	
18	<b>Governor membership</b> <i>(covered under Item 4)</i>	
19	<b>Membership of committees and link responsibilities for 2018-19</b> <i>(covered under Item 4)</i>	



20	<b>Performance Management arrangements</b> AW advised that JC's performance review will take place on 03 October 2018. The Teachers' Pay Review Committee will meet on 13 November 2018.	
21	<b>School website</b> There were no items to discuss. Governors were generally pleased with the new website.	
22	<b>Governor training</b> AW had circulated the SDBE course list.  <i>(To note – Octavo training is available at no extra charge to those schools in a contract with Octavo.)</i>	
23	<b>Future meetings (all at 6.30pm unless noted)</b>  <u>Governing Body</u> 30 January 2019 24 April 2019 – <b>7.15pm</b> 17 July 2019 – SATS  <u>Resources</u> 10 October 2018 – Q2 16 January 2019 – Q3 24 April 2019 – Q4 10 July 2019 – Q1  <u>Teaching &amp; Learning</u> 07 November 2018 06 March 2019 26 June 2019  <u>PPCC</u> 21 November 2018 20 March 2019 22 May 2019  JC suggest that the next Governors visit could coincide with the SDBE visit on 28 November.	
24	<b>Confidential matters</b> There were no matters to be recorded as Confidential.  The meeting ended at 8.45pm.	

Signed: <u>AC Wallman</u>	Print Name: <u>ANNE WALLMAN</u>
Chair of Governors / Trustees	
Date: <u>30/1/19</u>	
Chair's Initial <u>AW</u>	