



**All Saints' Church of England Primary School
Governing Board Meeting minutes
27 April 2022, 6.30pm**

Shelisha Bent (SB)	LA Governor	Present (from 7.05pm)
Ivana Brskovska (IB)	Parent Governor	Present
Chris Chikwendu (CC)	Foundation Governor	Absent
Josephine Copeland (JC)	Head Teacher	Present
Chantal Doffoh (CD)	Staff Governor	Present
Patrick Flack (PF)	Foundation Governor	Present
Fr Antonio Fuente (AF)	Ex-Officio Governor	Present
Sarah Ganger (SG)	Parent Governor	Present
Hilary Grainger (HG)	Foundation Governor	Present
Elizabeth Grimes (EG)	Foundation Governor	Present
Mandy Harris (MH)	Foundation Governor	Present
Metat Mesfin (MM)	Staff / Co-opted	Absent
Arthur Williams (AW / CoG)	Foundation Governor / Chair	Present
Jonas Wontumi (JW)	Foundation Governor	Present
Tim Wright (TW)	Foundation Governor	Present

In attendance:

Rosemary Oram (RO) - Octavo Clerk
Zarah Persaud (ZP) - School Business Manager

AGEND A ITEM	MINUTES	ACTION NO:
1	<p>Opening Prayer AW led the meeting in an opening prayer.</p> <p>Welcome and Apologies for absence AW welcomed everyone to the meeting, including AF, CD and MM as new Governors.</p> <p>Apologies had been received from CC and were accepted.</p> <p>EG was absent again and Governors agreed that AW should speak with her regarding her place on the Board. It was acknowledged that EG's work is very demanding.</p>	
2	<p>Declaration of interest There were no declarations of interest in any items on the agenda.</p>	
3	<p>Governing Board business AW introduced the new Governors and asked Governors to agree to MM's appointment as a Co-opted Staff Support Governor, which they did. IB will contact the new Governors regarding information for the website.</p> <p>Governor vacancies</p> <ul style="list-style-type: none">• One Co-opted Governor• Two Parent Governors to be elected (IB will be leaving the FGB at the end of this school year.) Four Governors attended the last Parents' Evening to speak about their roles and responsibilities and handed out leaflets. Candidates will be sought in September 2022. <p>Committee Membership It was agreed that Diane George (DG) and Janice Rawlins (JR), previous Staff Governors, would be invited to committee meetings as Observers, should the</p>	

Approved minute

27.4.22

at full g mng

23.7.22

Acted

AS

	<p>agenda require their specialist input. DG could also represent JC if she is absent.</p> <p><u>Link Governors</u></p> <ul style="list-style-type: none"> • MH agreed to take on the role of Health & Safety Link. • HG agreed to take on the role of SEND & Inclusion Link. <p><u>Governor Visits</u></p> <ul style="list-style-type: none"> • Several Governors recently attended a Science Week workshop. • Four Governors attended Parents' Evening, as above. • AW recently took a Year 6 lesson regarding criminal responsibility and also participated in the teachers' performance management review. • HG will speak with JC about arranging a Governor training session in the Summer term. <p>TW asked if Governors are now able to make ad hoc visits. JC said that they are always welcome, and visits can be arranged with the office.</p> <p><u>DBS checks</u></p> <ul style="list-style-type: none"> • AF will arrange this with ZP. • SB needs to sort out her renewal application with ZP. <p>Action: AF and SB to speak with ZP regarding their DBS checks.</p>	11
4	<p>Finance</p> <p><u>Resources Committee, 26 April 2022</u></p> <p>PF spoke on the following:</p> <ul style="list-style-type: none"> • Q4 and Year End statements were approved for sign off. Income from lettings, grants and Early Years funding were all higher than expected which, together with JC's SDBE secondment payments, has resulted in the school ending 2021/22 in a better position than expected. • The issue of falling numbers was discussed in detail and the resulting deficit budgets for the last few years. It was proposed that the FGB should consider applying to become a one form entry (1FE) school. 27 Reception places have been allocated for September 2022, of a possible 60. <p><u>Budget 2022/23 (circulated in advance)</u></p> <p>The following was highlighted:</p> <ul style="list-style-type: none"> • The budget has been based on pupil numbers on the October 2021 census day, with a predicted surplus of £800. 2023/24 could see a significant increase in funding, allowing for those not counted at the last census day. • Vertical grouping of Years 4 and 5 will continue, allowing for two classes and teachers instead of three. <p><u>Q – Is cover for absence affected by fewer staff members?</u></p> <p>A – ZP said that a small amount is included in the budget for agency staff (line E26), but cover is provided by DG and an HLTA when possible.</p> <p><u>Q – How is a reduction in E26 of £40K to be achieved?</u></p> <p>A – ZP said that vertical grouping will continue next year. JC explained how this works and the financial benefit of having two teachers instead of three. The children are put into sets according to their abilities and are not necessarily mixed for the whole day.</p> <p><u>Q – How have the parents responded to vertical grouping?</u></p> <p>A – JC met with parents at the beginning of the year, and they wanted to know the level of challenge to be given to the children. Year 4 are benefiting from working with older role models and some Year 5 pupils from being with Year 4. Parents have not subsequently raised any issues with vertical grouping.</p> <p>MH said that the children all seemed very well-behaved and settled when she visited the school. HG noted that vertical grouping does present a challenge</p>	

	<p>for teachers and TAs and congratulated the on the work they are doing.</p> <p>JC advised that she has asked the LA to cap the number of Year 4 or 5 children to the school. There are currently 28 refugee children in the school and there are issues with space.</p> <p>Q – How are income trends identified? (A significant drop in Facilities & Services (lines 1084 and B) from 2022/23 to 2023/24 and the LA funding rises and falls over the next three years.)</p> <p>A – Income will be received from the SDBE for JC's secondment until July this year (108B) and lettings income is increasing (108A), from £15K last year to £25K this year. LA funding depends on the number of pupils and will fall in 2023/24 when Year 6 leaves as they currently have more than 30 pupils.</p> <p>Decision: The FCB approved the draft 2022/23 budget for sign off.</p> <p>Future PAN</p> <p>Issues affecting the school and budget include:</p> <ul style="list-style-type: none"> • The school is slowly becoming one class per year, due to falling numbers. • The budget has had to be so tight, and the school has not been able to offer the children enrichment opportunities, eg visits from theatre groups and improvements to the grounds. • Requests have had to be submitted to the DfE for a PAN variation for the last three years, and this cannot continue. • The FGB needs to consider applying to convert to IFE permanently and it was proposed that this is discussed at the July meeting. AW will invite the SDBE to attend the meeting to speak about the process. • JC, ZP, AW and PF will raise the matter at the deficit budget with the LA on 04 May 2022. • A consultation would be needed with parents, staff and the Church. Local schools will also need to be informed. Once this has taken place, the FGB would make the final decision. <p>AW thanked ZP for all the work she has done, and she left the meeting at 7.30pm</p>	
5	<p>Minutes of meeting on 02 February 2022</p> <p>The minutes of the 02 February 2022 were agreed as a true and accurate record of the meeting and signed by the Chair.</p> <p>Matters arising</p> <p>FGB and Faith committee meetings are in person and other committees meet virtually.</p> <p>Actions 2021/22</p> <ol style="list-style-type: none"> 5. Carried forward – IB to arrange for previous minutes to be added to the website. 6. Carried forward – IB to confirm that the School Uniform policy has been added to the website. 10. Carried forward – RO will send the updated Governor details to HG to pass on to SDBE. <p>All other actions have been completed.</p>	
6	<p>Headteacher's report</p> <p>JC spoke on the following:</p> <ul style="list-style-type: none"> • The school continued to provide a fully balanced and wide curriculum and address any remaining gaps resulting from the pandemic. Staff performance is being reviewed and strong lessons seen in all subjects. • The Faith team have been looking at the RE curriculum, with book looks and monitoring of writing. Pupils are progressing well from their starting points. 	

<p>• Pupil progress meetings use a simpler format this year, with RAQ rating showing who is on track. If a pupil is not making progress, interventions are put in place. Teachers are better equipped to monitor each child's progress individually.</p> <p>• JC said that the children missed two years of school through the pandemic, with EYs being particularly affected by missing out on Nursery and socialising opportunities. However, remarkable progress is being made.</p> <p>Behaviour and Attitudes</p> <p>This is very good overall, although there are always issues for some in settling in. Additional support is given to achieve personal targets if required. Staff have a good understanding of each child's needs, working with the SENCO and parents if necessary.</p> <p>Several of the children joining the school have no English and need help to settle in. They are making good progress, eg in reading, and it is also important that they are made to feel safe.</p> <p>Attendance</p> <p>The school is trying to address attendance, which remains a matter of concern. The children are encouraged to attend, with certificates and Amazon vouchers being awarded for the highest attendance. There will be a Jeans Day next week for those with the highest percentage of attendance. This has to be over 95% as a whole class for the week.</p> <p>Some children and families are still struggling to get back into routines following lockdown and the school follows up all absences, eg by phone calls, Dojo messages and individual arrangements. Letters are sent to parents, reminding them of the importance of consistent attendance. Since holiday restrictions were lifted, some families have gone away during term time. It is made clear to parents that these absences are not authorised.</p> <p>JW said that the board in the hall is a good way for the children to see the results and CD noted how competitive the classes are.</p> <p><i>Q – Is there a system of rotation for books to be taken home by the pupils, who may not have books at home?</i></p> <p>Q – JC said that the pupils are taken to the library, books can be taken home from school and links given for online reading website. Love for Reading also takes place on Fridays, with access to non-fiction books and newspapers. The Literacy Tree scheme is used for writing across the school, providing good quality texts for the pupils to use.</p> <p>JC said that parents want the children to be reading and writing again after all the online work during lockdown.</p> <p>Parents' Evening</p> <p>This went well, and Governors attended to speak about their work to support the school.</p> <p>Mental Health</p> <p>The Croydon Mental Health Support Team is working with targeted children and families. The school's play therapist also works with children in deep trauma.</p> <p>Personal Development</p> <p>More responsibilities are being given to the children, including:</p> <ul style="list-style-type: none"> • Communications team – working with ZP • Head Pupils team – showing visitors around and leading worship • Play leaders – a four-week training course prepares pupils to lead new games and look out for others in the playground. 	
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	<p>Class assemblies have resumed on Fridays, providing an opportunity for parent to come into school. The dates are published in the newsletter.</p> <p>Events</p> <ul style="list-style-type: none"> • Year 6 will have a Leavers' Service at the Church. • A Year 6 production of Matilda is planned. • Sports Day will take place this year. • A special menu will be provided to celebrate the Queen's Platinum Jubilee, and it will also be celebrated through dance. <p>Safeguarding</p> <ul style="list-style-type: none"> • JC is the designated lead, with DG as her deputy. • Any concerns arising from attendance issues are passed on. • CPOMS is used by staff to report any concerns. • There has been no increase in Child Protection cases. • JC recently attended a HT's briefing arising from a recent incident in London, to raise awareness of issues in schools and communities. • The school ensures that all procedures are robust and that safeguarding of the pupils is paramount. • Teachers are aware of how to report any concerns regarding peer-on-peer abuse, which has been highlighted. <p>Leadership & Management</p> <ul style="list-style-type: none"> • Staff and curriculum meetings continue. • SLT meetings are now being held more frequently. • JC and AF will be discussing his involvement with the school. <p>Q – Has JC learnt anything from her SDBE secondment?</p> <p>A – JC said that it has been good to see how supportive SDBE is of all schools. She has been able to capture ideas from others after the pandemic, and to affirm that All Saints is a strong school when compared to others.</p> <p>Q – How are the staff being supported?</p> <p>A – Lighter Fridays continue, and staff are not put under any undue pressure. The Marking and Homework policies will be reviewed this term. Monday prayer meetings are held, and SG arranges a community prayer meeting over Zoom every six weeks. MM said that there is a relaxed atmosphere in the office and support is always available if needed. CD said that it is very pressured for teaching staff on occasion, as they are always trying their best for the children. JC acknowledged that there is a huge workload but said that that was the nature of the role.</p> <p>JC advised Governors that CD used to run an exercise group for staff and has now arranged for a skipping group to meet on Tuesdays (4.50pm). IB noted how beneficial exercise can be for mental health and wellbeing.</p>	
7	<p>Committee Reports</p> <p>Welfare, Pupils and External Relations. (23 February 2022)</p> <p>TW summarised the matters discussed, including:</p> <ul style="list-style-type: none"> • Forest School – JC said that AF will be invited to attend the formal opening. • Safeguarding • Mental Health • Attendance • Parental engagement <p>Education, Curriculum & Pupil Voice. (02 March 2022)</p> <p>SB highlighted the following:</p>	

	<ul style="list-style-type: none"> • The meeting was not quorate and the policies to be approved were deferred to this FGB meeting. • Curriculum matters were discussed, and DG spoke about the teaching of music. • Forest School is being used in the teaching of many subjects. • Subject leaders are supporting others and assisting with their planning. • Recovery from lockdown. <p>Faith Committee. (17 March 2022) The committee meets every half term and is reviewing each of the seven SIAMS strands in preparation of a possible inspection next year. Evidence is being gathered of how the school meets the requirements of each strand. A recent RE book look showed the good work that is taking place.</p> <p>An online prayer meeting also take place every half term for staff, parents and Governors. The next meeting will be on 16 May 2022 at 7pm and the Zoom link will be published in the weekly newsletter.</p> <p>The next committee meeting will be held in school on 12 May 2022 at 4pm. AF was invited to attend.</p> <p>JC advised that SG and CD will be speaking about SIAMS at a future staff meeting.</p> <p>Resources Committee. (26 April 2022) PF advised that ZP has prepared a five-year Premises Action Plan for work that will be required. Some will be funded by the school and some by the SDBE.</p> <p>JC said that SDBE had put the school forward for a DfE competition regarding school building improvement. An inspection took place today, looking at the condition of the buildings. JC said that this is not good overall, particularly the roof. The inspector noted how many windows the school had and potential security risks. If the school is selected, funding could be made available for some rebuilding work.</p>	
8	<p>Chair's action and related Governors' business/updates AW attended the annual Church meeting on 24 April 2022 and reported on the school. The school was congratulated on their achievements and the Church's support confirmed.</p> <p>AW also attended AF's Institution at All Saints on 25 April 2022.</p>	
9	<p>Policies The approval of the policies listed below was deferred from the ECPV meeting on 02 Feb 2022 as it was not quorate.</p> <ul style="list-style-type: none"> • PE policy - updated and refers to all relevant areas. • Behaviour & Anti-Bullying - updated to include Safeguarding changes to KSSE. • SEND - slight amendments to this policy. <p>AW summarised the content and impact of each policy and they were all approved by Governors. Decision: The above policies were all approved by the FGB.</p>	

10	Date of next meeting 0 13 July 2022	
11	<p>Any other business</p> <p>Future clerking arrangements RO advised Governors that she will be leaving Octavo in the near future and will no longer be able to clerk for them. A permanent replacement clerk will be appointed by Octavo.</p> <p>Succession planning for FGB Chair AW will be stepping down as Chair at the end of this academic year. HG had prepared questions and information for Governors to consider as an election will need to be held.</p> <p>Important points to consider include:</p> <ul style="list-style-type: none"> • What is the role of the Chair and what skills are required? • What attributes could be brought to the role and what barriers could there be? <p>Documents to refer to are available on The Key and in the DFE Governance Handbook and Competency Framework.</p> <p>SB noted that good communication skills are essential, which AW has always had. She thanked him for his work and support as Chair.</p> <p>HG said that the Chair must have a very close relationship with the HT and the school. There will be different and difficult challenges, and Governors will need to consider the time required. Other options were also available, eg Co-Chairs, which could be considered if necessary.</p> <p>AW said that he would be happy to speak to anyone who was interested in standing for election.</p> <p>RO explained the election process, as follows:</p> <ul style="list-style-type: none"> • The clerk will seek nominations for Chair – Governors can self-nominate. • Candidates will prepare a short statement, explaining why they wish to be Chair and what they can bring to the role. The statements will be circulated to the Board members. • The clerk will arrange for a secret ballot to be held at an FGB meeting and announce the winner. No details of individual votes will be disclosed. • If the vote is tied, a second ballot will take place. If the result is still a tie, the winner will be decided on the toss of a coin. <p>RO will ensure that the new clerk will commence the process in time for the election to be held at the July FGB meeting. This will ensure that the new Chair is in place for the next academic year.</p> <p>Action: RO to ensure that Octavo is aware that the new clerk will need to arrange for the Chair's election process to commence in time for the July meeting.</p>	12
12	<p>Part B business</p> <p>No matters were deemed to be Confidential.</p>	

The meeting ended at 8.45pm.