



All Saints' Church of England Primary School
Governing Board Meeting minutes
13 July 2022, 6.30pm

Shelisha Bent (SB)	LA Governor	Present (<i>from 7.07pm</i>)	
Ivana Brskovska (IB)	Parent Governor	Present	
Chris Chikwendu (CC)	Foundation Governor	Present	
Josephine Copeland (JC)	Head Teacher	Present	
Chantal Doffoh (CD)	Staff Governor		Absent
Patrick Flack (PF)	Foundation Governor	Present	
Fr Antonio Fuerte (AF)	Ex-Officio Governor	Present	
Sarah Ganger (SG)	Parent Governor	Present	
Hilary Grainger (HG)	Foundation Governor	Present	
Mandy Harris (MH)	Foundation Governor	Present	
Melat Mesfin (MM)	Staff / Co-opted	Present	
Arthur Williams (AW / CoG)	Foundation Governor / Chair	Present	
Jonas Wontumi (JW)	Foundation Governor		Absent
Tim Wright (TW)	Foundation Governor	Present	

In attendance:

Lynn Gomes (LG) Octavo Clerk

Rachael Phillips (RP) SDaBE

AGENDA ITEM	MINUTES	ACTION NO:
	Opening Prayer SG led the meeting in an opening prayer.	
1	<p>Welcome and Apologies for absence</p> <p>AW welcomed everyone to the meeting and invited Chris Kent who worked at the school for many years beginning as a member of the support staff before becoming Governor. Her time at the school was appreciated and she was presented with a token of gratitude.</p> <p>AW also thanked IB for her time as a parent Governor and looking after the school website and was presented with a token of gratitude.</p> <p>AW mentioned on Friday the school said goodbye to RO who was the previous Octavio Clerk and welcomed LG as the new Octavio clerk.</p> <p>AW welcome RP from the Diocese to advise on the new admissions policy for tonight's meeting.</p> <p>Apologies had been received from JW and were accepted. Denise Bushay from LA also gave her apologies due to COVID.</p> <p>The meeting was confirmed to be quorate.</p>	
2	<p>Declaration of interest</p> <p>There were no declarations of interest in any items on the agenda.</p>	

Election of FGB Chair and Vice Chair for September 2022

AW will step down as Chair but will remain as Governor. The decision for a new Chair and Vice Chair will be decided at the meeting in September. AW was presented with a watch, leather wallet and a book from the children with their thank notes. A child had written in the book "I don't know who you are but thank you very much".

The Year 6 had their end of term production of Joseph.

On Tuesday, there is a service at the church for the Year 6 children followed by a picnic at the school. Parents have also been invited.

HG & JC presented AW with and award "The Arthur Williams Award" and thanked him for all the years in his role as a Governor. The award will be kept in the school and be awarded to a child at the end of every year who preserve and gives their all in school.

Discussion on All Saints becoming a One Form entry school

Papers circulated: Proposals for one form entry school & Admissions and appeals for Church of England Schools

The current makeup of the school:

1 class in Reception, 1 class in Year 1, 1 class in Year 2

The current projection is for 1 more class of applications in Reception.

Year 3 are made up of 2 classes.

Years 4 & 5 are combined to make 2 classes. The present Year 6 are also 2 classes.

Complications – The admissions policy allows for 60 students with two teachers, when the school moves to a one form entry this will allow for 30 students, which is the maximum with one teacher for the class. In the 30 spaces, there are 6 foundation places that are available to parents who are regular church attendees. If the foundation place is unused, it is then made open to other applicants.

AW read the opening paragraph from the admissions policy.

Q: Is this policy from Nursery to Year 6?

A: It's from Reception to Year 6.

Presentation from RP

This is an important discussion for the Governors with considerations

Considerations: there will need to be consultation if the need for more places rises. It is important for the school to make strategic decisions to sustain the financial position of the school in the long term.

Numbers on roll: Reception numbers have been falling over the years across the Diocese. The projected trends help schools equip themselves for the future.

The current economic climate has had a big impact such as Brexit, families moving out of the area/country, welfare changes, vulnerable families and most importantly Covid which has made people reevaluate their life.

Schools in Lambeth had 'bulge classes' where classes went from 1 to 2 form entry and other areas where there is a reduced intake of children. This has an impact on the budget planning and monitoring. If there are spaces, oversubscription is not a criterion. The school has a duty to admit the children that fit the schools' criteria.

Q: What happens with the academy schools and their numbers?

A: The academy schools have their own policy. All schools will have to face this issue, currently it's the Primary schools but it will slowly begin to impact on the secondary schools.

Q: Are the rules different for an academy?

A: It is important to be aware of the numbers on roll. To speak to the LA about patterns and forecasts for Croydon.

JC: The LA advisor for Croydon was due to attend the meeting today but sent her apologies. Croydon will have advisory groups that will affect everyone in terms of numbers. Discussions with Finance team have indicated that over the next 4-5 years the number of children will reduce.

Q: Is there a greater responsibility of increasing the size of the school?

A: There are slightly more complications when it is an increase such as competitions between schools.

It will be important to know the breakdown of the school subscription places for each class. It will also be important for the school's reputation to show their strength within the community and the importance of moving forward at the consultations and discussions.

The Statutory Framework for the DfE has an admissions code which provides clear information on applications being assessed and all arrangements need to abide by this code. The application process needs to be clear, and parents need to be aware.

Q: The applications for other denominations will be considered?

A: None at present. Important that school has all this in

Timetable

The consultation with the Diocese will take place from July to October which will include working with the SCB

1st October to 31st January 2023 - 6 weeks consultation period. These consultations will include parents', other local schools and the local community.

Q: Would it be wise to contact Croydon to let them this is happening?

A: Church schools have different arrangements with the governing body, but they need to work with the LA.

- January – February 2023 – comments determining the admissions and notifying the consultees.
- March to May – Objections to be made
- 15th May Schools adjudicator makes decision on the objections with possibility of a decision.
- September 2024 – New plan will be published. The process is almost a year in advance.

There will be support from SDaBE and the Local Authority and the school can determine parents and others with an interest during the consultation process.

Q: When the school consults parents, what is the best way to communicate with parents?

A: The information needs to be communicated to parents but it is up to the school how this will be done. The communication regarding the consultation will need to be clear to give people a chance to process the information. The information will need to be on the school website. The Diocese will share a template with the school for the process.

Q: What happens if there are changes during the consultation process such as more interest in the school?

A: At the end of the consultation process the school will decide how to move forward as a governing board. If there is a change the SDaBE will work with the Governing Board and the local authority. The admission Policy will need to be included in the consultations and explanations about changes. Governors also have a duty to feedback any procedure to the consultation.

Q: With the changes to becoming a one form entry will we be going from over providing to underproviding?

	<p>A: The last 3 years have been just below 30 and the school has been providing for the demographics.</p> <p>Q: Are there processes in place if the school is met with objections?</p> <p>A: There will be an impact on other schools and sibling groups, but it is important for the Church of England schools to remain strong and continue to thrive and serve their community.</p> <p>Q: What will happen should there be 45 applications for the school?</p> <p>A: JC spoke to Denise Bushay and the admissions team to put a cap on the number of applications for the next year, mainly to the number of asylum seekers that have been placed in the borough. A large proportion are also transient children. This is mainly to ensure it does not impact on the schools' finances. The monies from this intake has not been received by the school.</p> <p>Q: What sort of communication should we have with parents?</p> <p>A: This discussion will need to be within the Governing board and recommendations made for the Autumn term to have an admission meeting or Governing body meeting with the representation from the Diocese to discuss how to communicate with parents.</p> <p>JC: Beneficial to invite the Local Authority to the next meeting to get more guidance.</p> <p>There will be more guidance coming out over the summer which will be shared with the HT.</p> <p>Q: The Chair asked the Board member if they would be happy to set up the admission committee at this meeting?</p> <p>A: The decision to set up a temporary admissions committee was discussed with the possibility of drafting a consultation paper with all the necessary information such as projections and forecasts, school numbers, demographics, any reservations and key changes prior to the next FGB meeting.</p> <p>It was noted that the Board are going through quite a few changes in September with the replacement of Chair/ Vice Chair.</p> <p>The Chair made a recommendation for the admissions committee with potential governors PF, AF, AW, JC, HG to work on the consultation paper before the next FGB meeting on 21 September 2022.</p> <p>ACTION: Draft consultation paper by newly appointed admissions committee. JC to look at templates with the timings from another school – when the committee began their process, what had been discussed, what was required for the consultations with practical ideas.</p> <p>Q: Will the school need to inform the BCC?</p> <p>A: Not at the moment. This is where the consultation paper will be needed to go forward.</p> <p>Q: Once the school moves into one-form entry what will happen to the premises?</p> <p>A: There will be quite a few empty classrooms that have the potential to serve the local community – empty classrooms for adult education, large playing fields. This is an important issue that will need to be raised.</p> <p>Rachael left the meeting at 19.38 pm</p>	13
4	<p>Committee Reports</p> <p><u>Resources Committee 05 July 2022</u></p> <p>PF spoke on the following:</p> <p>The school is in a good position in Q1. In the original budget, the carry forward for next year would be a deficit of £127,865. As of 04.04.2022 it was £84,887 with a variance of</p>	

£42, 978. These are from other grants and payments. £25,125 was given by the Government for national tutoring. A school supplementary grant which has equated to £16,000. The money goes towards school costs particular the gas and electricity.

- Growth and risks were identified taking into account the cost of inflation for the year.
- The school have signed an electricity contract, to protect themselves from any increases for the next year.
- The school are awaiting to hear regarding teacher and support staff pay which is due to come out in the summer. This will also be a factor on the budget.

Welfare Committee on 17 May 2022

The attendance levels remain an ongoing concern. The school are continuing to develop the communication with parents, but the attendance is still below expectation.

There was 1 exclusion but there have been no issues with behaviour

JC updated on the following:

There were 2 child absences across the whole school. Unfortunately, due to the rise in covid rates a few children have been unwell and 5 members of staff with covid.

The attendance is mentioned every Friday at class worship and the child who has the best attendance is given 'Jeans Day' on Mondays, this week a whole class were awarded 'Jeans Day'.

Parents have volunteered to have Movie night at the school for the children.

Diarrhoea and vomiting along with covid are affecting attendance which has been an issue nationally and is part of the new Ofsted Framework. The DfE are putting money and support by sending live data to see absences & persistent absences, illness, children who are attending class regularly.

A few families who are persistently absence and the school working hard to reduce this unfortunately, a lot of it does fall down to the parents mental health and wellbeing.

Q: What about staff wellbeing?

A: The school are still trying to continue with the skipping, weather permitting.

TW commented that it is important to get the dad's involved in the school.

JC commented for the Father's Day lunch over 65 fathers turned up and an increasing father network.

AW said that the change has largely been to the flexible working pattern since covid allowing fathers to be at home.

SG: The school had a coffee morning today and 11 parents attended

JC: There have been 2 coffee mornings so far, 1 was for Mental Health and the other, Stop Light Approach to behaviour.

Education, Curriculum and Pupil Voice Committee on 28 June 2022

SB gave the following update:

The figures will be recorded next year because the children would not have had a fair chance due to the lockdown and having missed 2 years of schooling. The school is still being moderated at KS1 and KS2 but this will not be published until the next year.

The last set of publicised data was from 2019 and the next set of data will be from 2023. Ofsted are looking at progress not just attainment, the school needs to prove that children have made progress from their own starting point.

The Literacy Tree has been doing well.

The Forest School has been a success.

There has been a slight reduction in numbers:

KS2 results
65% Maths, Reading and Writing
49% Combined Maths, Reading and Writing
59% National figure

	2022	2021
Early years	54%	57%
Phonics	70%	77%
Year 2 Phonics	72%	63%
Year 2 SATS (reading)	60	58%
Writing	56	58
Maths	56	54

Pupil Premium - Last year school used it for musical instruments for the children and this has been a success. It took into account how many children could afford a music instrument in school. A few of the children have started attending the Saturday schools or receiving extra tuition that is not as expensive.

Mental health support was attended by 20-25 parents.

Q: Do we get feedback from these sessions?

A: These sessions are confidential, but parents themselves contacted the support team for support. A few parents wanted private sessions. Some have asked for Early Help referrals. This impacts on the child's attendance, when the school contacts parents regarding a child's absence, a few parents have said they are struggling with their own mental health. Year 6 has good attendance because many of the children are able to come to school themselves.

JC: Try to use the coffee morning to engage with parents with different topics/groups such as housing, debt, interview techniques, eating habits for children. This will require reaching out to parents.

Mental Health will be a standing item on the agenda.

The plan is to have simple marking structures in place to lighten the work load for teachers and make the process simpler post Covid. This will be for Foundation subjects using maps and simple codes.

Currently the live marking is done with the child in the classroom. The longer pieces of writing requires working with the children and have the opportunity for the children to talk about their work which is in front of them.

Faith Committee

This has involved going through the strands of SIAMs and the impact this has been having completed the last 5/7 strands with the hope of completing the final strands by the Autumn term.

The school has offered a lot of help and support to the wider community especially with the asylum seekers to advise on English lessons for parents.

The turnout for the English lessons has been a mixture with no set figures but there are 2 consistent parents. A few parents who were regular to the workshops were re-housed.

5 Minutes of meeting on 27 April 2022

The minutes of 27 April 2022 were agreed as a true and accurate record of the meeting and will be signed by the Chair.

6 Headteacher's report

JC spoke on the following:

- The school are concentrating on developing the skills of subject leaders teaching and reading consistently.
- To expand the broad and balanced curriculum which is good across the school. At present only Design Technology will need a leader.
- The attendance will be a focus next year and the school are working on this.
- SIAMs and Christian ethos of the school will also be looked into to ensure the school and Church have a strong partnership.

Quality of education:

Covid has had an impact and the school has a few vulnerable children and those with a range of abilities. Children are making good progress from their starting point and this can be presented through the children's work and pupil voice as well as speaking to parents. This even applies to children who recently started in Year 6 and are able to speak and read even though they have not been in the country long.

Academics:

There has been a slip of 10% in everything from Early Years, Phonics and KS2 which has largely been due to Covid and new intake of children. The Government is expecting the national achievement of 90%.

Attendance:

The school are working closely on closing the gaps in attendance. The possibility of a 'catch up person' next year for Year 3 & 4 who are going to have the greater number of children in the classes which will still be a vertical group.

Behaviour and Attitudes

This has remained good. The school are planning to include testimonials on the school website. A supply teacher gave a glowing review today, the children were wonderful.

One issue that has been noted refers to the use of TikTok and this is an issue nationally. TikTok sent out a message to all school to inform that children are creating fake accounts and discrediting the school, teachers and their classmates. There was an issue this week with children as young as 9 created fake accounts and discredited another pupil. Parents and children were spoken to, and phones were confiscated and currently with the Head Teacher because parents are unsure what to do.

MK has been going through TikTok and been in touch with the service to delete sensitive information. Many parents are unaware this is happening, the school will be informing parents that these accounts from KS2 are deleted. School is monitoring this, but it is taking a lot of time.

HG: The creation of these accounts are largely due to older siblings creating and using these accounts.

Q: IB - How does the school find out?

Children and parents have complained this is happening in the school. This has taken a lot of time to remove the material, speaking to the children and the parents. It is important for the school to have a workshops about online safety and the use of social media.

Personal Development:

Croydon Mental Health

In house therapist

Faith committee – Prayer in school and prayer evening

Skippping for staff

Personal Development

JC completing the SDBE secondment but will continue a project for Equality, Diversity and Inclusion.

At the end of the school year there will be quite a few leavers along with the Year 6 children:

	<ul style="list-style-type: none"> • SENCo leaving after 17 years – this position will be filled by the Deputy Head Teacher • HLT leaving after 9 years • Class Teacher • Nursery teacher 1 year contract • Care taker • There maybe another HLTA who might be leaving • TA's and LSA will need to be replaced. 	
8	Chair's action and related Governors' business/updates AW advised that due to the additional bank holiday for the Queen's Jubilee, the school will be breaking up a day early.	
9	Policies: The Behaviour Policy has been reviewed to show a little more structure and has been based around the stop light approach.	
10	Date of next meeting <ul style="list-style-type: none"> ○ 21 September 2022 ACTION: New dates to be sent to all Governors	14
11	Any other business There was no further business to discuss.	
12	Part B business No matters were deemed to be Confidential.	

The meeting ended at 8.20pm.

Signed: <u>Arthur Williams</u> Chair of Governors / Trustees	Print Name: <u>ARTHUR WILLIAMS</u>
Date: <u>21/9/22</u>	