



**All Saints' Church of England Primary School**  
**Governing Board Meeting minutes**  
**21<sup>st</sup> September 2022, 6.30pm**

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

**In attendance:** Lynn Gomes (LG) Octavo Clerk

AGENDA ITEM	MINUTES	ACTION NO:
	<b>Opening Prayer</b> AF led the meeting in an opening prayer.	
<b>1</b>	<b>Welcome and Apologies for absence</b>  AW welcomed everyone to the meeting. SB advised the Chair would be late for the meeting.  Apologies had been received from HG and were accepted. No apologies were received from TW & PF. JW's term of office came to an end on 3 <sup>rd</sup> September 2022.  The meeting was confirmed to be <b>quorate</b> .	
<b>2</b>	<b>Declaration of interest</b>  There were no declarations of interest in any items on the agenda.	
<b>3</b>	<b>Governing Board business</b>  <u>Governor vacancies / terms of office</u>	

	<p>AW will be retiring as Chair and as Governor. He will be writing to the Diocese to resign the position. The Diocese will appoint a new candidate.</p> <p>AF was appointed as Chair of Governors, and this was a unanimous decision. A warm welcome was given to AF.</p> <p>JW's term of office is up for renewal as his term in office ended on 3<sup>rd</sup> September 2022 and wishes to extend his term as Governor. A meeting is due to take place shortly.</p> <p>SG's term of office as Parent Governor will draw to a close in January 2023. IB was the other parent Governor whose term in office came to an end of last term. AW suggested the Board have Parent Governor elections at the beginning of next term to encourage new parents who might be interested in the role. MM, the Support Staff Governor resigned from her position at the school, currently this role is vacant. Nominations for this role will close on 3<sup>rd</sup> October 2022. AW sent a card thanking MM for all her work in the office.</p> <p><u>Skills audit and Pecuniary Forms</u> Forms to be completed and sent to ZP Business Manager. <b>Action: To chase remaining Pecuniary Forms and Skills Audit</b></p> <p><u>Code of Conduct</u> Code of conduct – AW suggested that the governors are appointment before this is signed by all. This will be postponed to the January meeting. <b>Action: Code of Conduct to be discussed by Governors at the next meeting.</b></p> <p><u>DBS checks</u> The DBS checks have been completed and up to date.</p> <p><u>Committee membership</u> SB – Welfare, Resources, teaching and learning CC – Resource JC – All committees CD – Resource PF – Resources SG – Faith and Pupil welfare MH – welfare and faith &amp; health and safety HG – Teaching TW – welfare</p> <p><u>Link Governors:</u> Behaviour - TBC Safe guarding - TBC SEND - SG to act as link Governor Website – SB to act as link Governor Health and safety = MH Faith – AF to act as link Governor Finance - PF</p>	<p>1</p> <p>2</p>
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	<p>JS suggested to have 1 gov to concentrate on an additional aspect as well as the committee to touch base and feedback to ensure that everything is current and up to date.</p> <p>AW suggested for the governors who were not present, the list of committees are circulated to them so they can choose.</p>	
5	<p><b>Minutes of meeting on 13 July 2022</b></p> <p>The minutes of 13<sup>th</sup> July 2022 were agreed as a true and accurate record of the meeting were signed by the Chair.</p>	
6	<p><b>Headteacher's report</b></p> <p>JC spoke on the following:</p> <p>The school are currently in the settling in stage of the school year, the children from Nursery through to Year 6 are getting used to being back at school and the daily routine. Nursery and Reception children may not be used to the routine of the school day and their settling in period will take a little longer.</p> <p>The school have a full-time nursery and at this stage the children have not experienced a school setting have issues with falling asleep, but they are eating and learning to use cutlery. Reception children are doing well.</p> <p>Children who are struggling with settling in are slowly being reintroduced to a full day. Parents are being spoken to by staff, so they are involved and work with the school to do the best for the child i.e. leave after lunch to see if that helps the child.</p> <p>The class dojo gives parents the chance to see how the children interact with one another as well as being able to speak to the teachers. This school year the school have seen an increase in parents attending the class dojo.</p> <p>The school have had their Meet the Teacher meetings, there is a class teacher giving a presentation to the parents of who they are and what they will be teaching.</p> <p><b><u>School Performance indicator</u></b></p> <p>The school currently has 256 pupils on role, when the number decreases to 210 the school will change to a one-form entry school.</p> <p>The Nursery currently has 21 pupils and is full time but there is a possibility that another child might be joining the provision shortly. The family are currently claiming refugee status.</p> <p>The Reception class did not get a variation to PAN in time, there are 35 named but there are 33. The school have temporarily recruited agency support staff to assist the class teacher.</p> <p>The school are looking to appointment more students in a class due to the increase in refugee/ asylum seeking families being placed in the area. This will need to be managed effectively before the school becomes a one-form entry. The school also needs to ready themselves should these children be moved out of borough and in this case the school employs temporary staff to fulfil this role.</p>	

The make up of the school:

- Year 1 – 30 students
- Year 2 – 30 students

Mixed classes of Years 3 & 4 – Parents of children in these year groups were spoken to and it was explained that this was happening nationally, the lengths the school are working on to ensure it works to put the parents mind at ease. The children will work in small groups of 12-15 and there are 5 members of staff (teachers and support staff).

Year 5 - 1 group which increases to 30 students

Year 6 – 2 groups of 22 students

### SEN

There are 30 pupils who have SEN needs and are being supported which is 12% (the national is 12.6%). There are currently 6 children (with the possibility of an increase to 8) who have EHCP's which is at 2.1% (the national is 2.3%).

### Attendance

The attendance last week was 93%. Today there were 2 classes that had 100%. There has been a lot of illness and children who have moved to new schools.

Pupil Premium & Free School Meals

This figure has decreased from 52.8% to 43.4% due to the Year 6 children leaving.

### Staff Pupil ratio

This is currently at 16:1, ideally it should be 25 or 30:1. This is due to members of staff leaving and the school trying not to recruit into these positions permanently due to the finances.

There are 5 key strands the school is working to achieve:

Reading, promoting language acquisition across all subjects, raise standard in spelling, developing mathematical language and achieving the national attendance target of 96+%

### SIAMs Inspection

There has been an indication that the school will have a SIAMs inspection this year

Q: How long do they give you before the inspection?

A: JC said that the possibility of a few days' notification will be given prior to the inspection. The school are in a stronger position now in preparation for the inspection.

Q: What is the earliest date the SIAMs inspection could take place.

A: JC said she is not sure when this is due to happen. The SDaBE have advised there is a backlog of schools that need to be inspected.

CD said the last report indicated the school needed to improve the gardens which has been done and there are spaces for the children to go outside to reflect.



The school was awarded a Geography Mark Silver award in September 2022 and a lot of the school's teaching revolves around the Christian ethos and the inclusiveness of the different cultures and focus on the community in everything the school does.

#### Quality of Education

- The school received a Geography Mark Silver award
- The school are focusing on the Maths and Literacy curriculum as well as the vocabulary in all subjects.
- In October the school will be looking at diversity and the possibility of focusing on Ancient Kings and Queens.

Q: Did the children react to the death of the Queen?

A: The school had 2 worships – which looked at funerals and bereavement and the other, spoke of the Monarchy since the Queen's passing. The children had an opportunity to talk freely in their classrooms and there were discussions around the politics of the monarchy and their values in society today.

JC also highlighted that the school is now a water only school – children are encouraged to drink water and not fruit juice. A parent felt that this was not something that should be enforced by the school but they were spoken too, and it was advised that it is the parents' choice but all the children were being encouraged to do this together.

#### Behaviour:

Making sure that children are aware of the routines such as the use of silent hand signals, being calm and creating an environment where the children as well as the parents are involved in the communication.

There are school therapists on site as well as the Croydon Mental Health Support for families.

There are currently 4 children on a Child Protection Plan  
1 LAC

The school currently has play ground leaders, students in Year 6 have been informed there are elections for Head Pupil and those who wish to join the school council.

#### Leadership and management

The role of SENCO is being taken up by DG and will not have a class based role.

1 teacher is doing an NPQ

1 teacher will be leading the Christian ethos.

MM left at the end of last term and there is a temp in the office.

The school have a permanent care taker.

The school will be hosting the Harvest festival in October – 12<sup>th</sup> October.

Holy Eucharist will take place on 9<sup>th</sup> October.

Dates for the Christmas service, Nativity and the carol service - TBC

7	<p><b>Finance</b></p> <p>AW updated the Governors on the Croydon Councils school audited, which went well. The auditor went through the sections and the school were able to answer all the questions relating to the various strands covered in the resources committee. The report will be sent to the Resources committee with recommendations, if any.</p>	
8	<p><b>Chair's action and related Governors' business/updates</b></p>	
9	<p><b>Policies:</b></p> <p>Policies will be reviewed at Resources committee meeting on 18.10.2022</p>	
10	<p><b>Date of next meeting</b></p> <p>Next Full Governing Board meeting will be on 01 February 2023</p> <p>A proposal for the full board of Governors to meet in preparation for the SIAMs inspection. It was suggested a meeting on Saturday 8<sup>th</sup> October 2022 (9 am – 12 pm). The Faith Committee have completed 5 of the 7 strands. The remaining strands to be added to the agenda on 8<sup>th</sup> October to be completed.</p> <p>The Faith Committee are planning to meet on 4<sup>th</sup> October 2022 at 5 pm.</p>	
11	<p><b>Any other urgent business</b></p> <p>The proposal for the one form entry school needs to be agreed. There has been difficulty for the Governors to meet to discuss the proposal.</p> <p>The timetable for the consultation period:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> October to 31<sup>st</sup> Jan (Consultation period)</li> <li>• January 2023 - February 2023 comments regarding the admissions and notifying the consultees</li> <li>• March 2023 - May 2023 - Period for any objections (15<sup>th</sup> May school adjudicator makes decision received from any objections)</li> <li>• September 2023 - New plan is published (1 year in advance).</li> </ul> <p>AW read the proposal which states "All Saints Church of England Primary School becomes a one form entry from September 2024. This will see a maximum of 30 children available in each school year".</p> <p>The Governors agreed this change.</p> <p>The consultation template will be sent out to parents, staff.</p> <p>JC highlighted that Croydon Council Street Programme are looking to limit the amount of traffic along certain roads. During term time the restrictions will be in force from 8.30 – 9.30 am and 2 – 4 pm. This is being looked into with 13 other schools in the borough. There will be a consultation period for Governors and parents and local residence to consult on advising of the impact that it will have on them.</p>	

	<p>Q: What about parking for staff? A: Staff will have permits.</p> <p>Q: Where are these restrictions? A: This will begin from the school gates (entrance) Upper Norwood Road and Highfields Road.</p>	
11	<p><b>Part B business</b></p> <p>No matters were deemed to be Confidential.</p>	

AW led Governors in a closing prayer and the meeting ended at 8.05 pm.

<p>Signed: <u>Antonio Garcia Fierre</u></p> <p>Chair of Governors / Trustees</p> <p>Date: <u>22<sup>nd</sup> February 23</u></p>	<p>Print Name: <u>ANTONIO GARCIA FIERRE</u></p>
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