

Minutes



GOVERNING BODY OF ALL SAINTS BENHILTON C of E PRIMARY SCHOOL

FULL GOVERNING BODY MEETING

Monday 20th October at 7.30 pm at All Saints Benhilton C of E Primary School

Attendees: Mr M Rowland (Chair) Mrs J Jones (Vice Chair)
 Mrs R Sutton (Head Teacher) Mrs C Jones SBM
 Mr S Arnold Mrs J Collingwood
 Mr B Cloves Father P Harnden
 Mrs M Heron Mrs P Hughes
 Mr M Munro Mrs S Nickson
 Mrs M Southgate Mr M White

Also in attendance: Mrs S Ferns (Associate Governor)
 Mrs Gaye Williams (Clerk)

The meeting opened with prayers.

Mr M Rowland welcomed Mr B Cloves to his first governors meeting.

ITEMS	ACTION
<p>1. APOLOGIES FOR ABSENCE There were no apologies for absence.</p>	
<p>2. ELECTION OF CHAIR & VICE CHAIR The clerk to the governors took to the chair for the election of a new Chair. RESOLUTION: to elect Mr M Rowland as Chair to hold office until Autumn 2015. Proposer: Mrs J Jones Seconder: Mrs M Southgate Agreed: Unanimously</p> <p>Mr Rowland then took to the chair for the election of a Vice-Chair. RESOLUTION: to elect Mrs J Jones as Vice-Chair and to hold office until Autumn 2015. Proposer: Mr M Munro Seconder: Mrs S Nickson Agreed: Unanimously</p>	

<p>3. DECLARATION OF CONFLICTS OF INTEREST & DECLARATION OF PECUNIARY INTERESTS There were no items of conflicts of interest or pecuniary interest.</p>	
<p>4. CONSTITUTION OF GOVERNING BODY FROM SEPTEMBER 2014 Membership of the Governing Body – Mr B Cloves replaces Mrs S Langley as Parent Governor. There are currently two vacancies on the governing body. Re-constitution of the Governing Body – This is to look at the size of Governing bodies, with the aim of reducing the number of governors on governing bodies. This has been discussed and a decision has been made to stay at 16 governors. The re-constitution will be carried out over the next few months. The only difference is that Staff Governor will be replaced by a Co-opted Governor. With effect from 20th October 2014, Mrs C Jones will no longer be a staff governor and her role will be changed to Co-opted Governor with full voting rights. All Committee Co-opted Governors and Associate members to remain as now. This was agreed by the full governing body. Mrs J Jones has been reappointed Diocesan Governor with effect from 1st September 2014, she is just waiting for her letter of appointment to arrive from SDBE.</p>	
<p>5. MINUTES FROM PREVIOUS MEETING HELD ON 16th JUNE 2014 Signed as a correct record with 2 amendments. 1) Page 13 – The borough has to publish their ‘Local Offer’, the schools have a ‘Statement of Intent’ on their websites. 2) Page 16 – Ros Sutton and Sharon Ferns have attended ‘Safer Recruitment’ training – not the school.</p> <p>MATTERS ARISING THAT ARE NOT COVERED UNDER THE AGENDA There is new Safeguarding & Statutory Guidance – Governors are not Required to have Safeguarding training. Late questionnaire results – Mrs Sutton invited parents to come in to Talk to her, but no parents came forward. Inset Day on 24th October – Nicola Warner (Advisory teacher from London borough of Sutton) is to deliver training on the teaching of maths, using <i>manipulatives</i>. Forum of Sutton Governors – There is currently no representative for All Saints Benhilton. Anyone interested can attend the meetings. This matter will be brought up at the individual committee meetings and brought back to full governors in February 2015.</p>	<p>Change in INSET in response to end of year data</p>
<p>6. MINUTES OF COMMITTEE MEETINGS All minutes were distributed prior to the meeting. Premises Committee – Jane Jones told the meeting that the Ivy on the east boundary wall has been cut back. The subsidence in the junior playground is getting worse. The affected</p>	

area has been fenced off for safety. The structural engineer has advised a CCTV survey and 4 bore holes to assess the full extent of the problem. Mrs C Jones is in touch with the borough and is waiting for both reports.

David Sanders (SDBE) is fully aware of the situation and is prepared to contribute to the cost from next year's LCVAP.

The subsidence damage is in a corner of the playground that has been fenced off, so does not have a big impact on the operation of the school. The affected area is being regularly checked by Paul.

The gap by the junior path is getting wider – will continue to be monitored.

The 5 year development plan has been updated in light of work carried out, but any proposed work has been put on hold until the full extent of the cost of repairing the subsidence damage is known.

Admissions Committee – There was an admissions meeting on 9th October 2014. There are 10 nursery places remaining for January 2015 with 27 applications. The meeting was told that 11 of the 27 applicants are siblings. Siblings who do not get a place in January can reapply in September 2015. This does not affect future school applications.

Finance Committee – Mr Munro attended the new parents evening in June and was able to get 47 maintenance fund standing orders completed; this was the majority of new parents, so a very successful evening. It was clear that some people do not like to use standing orders, but the BACS details will go on the newsletter so that parents can make direct credit payments.

Mr Munro and Mr Arnold will meet again in November to look at the figures and again in January 2015. They will keep Mrs Sutton and the Finance Committee up to date as monies are received.

The maintenance fund end of year balance was £12,100, governors retained just over £8,000, and the school will receive a cheque for £4,003 + gift aid. There were 35 non-paying families.

There is a balance of £13,960.16 in the account as at September 2014, With £7,000.00 being sent to the Diocese.

The savings account has a balance of £12,782.64.

Mrs Sutton has mentioned in the school newsletter about free school meals and pupil premium, explaining that it benefits pupils over and above free school meals. Three parents have advised the school of their FSM status.

The boundary fence is being repaired over the half term holiday.

Mrs C Jones is currently working on closing the School Fund account, ready for the audit by Anna Williamson (RO) on Thursday 6th November.

Mr Munro thanked Mrs Caryl Jones for all her fundraising hard work, she has raised over £19,000 in grants.

Impact - the resource area / library can be refurbished, the outside areas for Year 1 pupils will be started earlier than expected, new musical instruments can be purchased. Maths resources have been purchased

Mr Munro to regularly meet up with Steve Arnold and Ros Sutton to discuss the maintenance fund.

Personnel Committee – The Personnel Committee met on 1st October and the minutes have been distributed to governors. It was decided that the minutes would remain confidential.

Curriculum Committee – Three policies have been brought to the meeting for ratification by the Full Governing Body. Supporting Pupils in Schools with Medical Conditions Policy, Maths Policy and the EAL Policy.

Mrs Sutton told the meeting that she has occasionally taken an injured child to A&E in her car, with another member of staff – a first aider, if the ambulance was going to take a long time to get there (and/or if parents could not be contacted) and asked governors for their thoughts. She is covered by her car insurance policy to transport pupils.

The governors agreed that both Mrs Sutton and Mrs Ferns could continue to do this, as long as there was parental permission. If no parental permission is given then an ambulance will be called. It was noted that every parent does sign a form to say that the school is 'Loco Parentis' for their children. This item is to be put onto the school website.

Asthma inhalers are now available for the school to purchase and Mrs Sutton asked if the governors wanted the school to buy some. All pupils with asthma have their own inhalers in school, so the governors decided that they would prefer not to purchase additional inhalers.

Mrs Sutton also told the meeting that she has been receiving e-mails suggesting that the school purchases a defibrillator.

Father Harnden asked how much it would cost to purchase. Mrs Sutton said that it would cost approximately £600. If purchased all school first aiders would be trained to use it.

Governors agreed to purchase a defibrillator.

Supporting Pupils with Medical Needs Policy is a new policy that has been put together using a 'model' policy from the borough. Mrs Sutton will go through the policy with all the first aiders in school.

There were only minor amendments to the Maths and EAL Policies, which were highlighted for governors.

RESOLUTION: to ratify the Supporting Pupils with Medical Needs Policy, the Maths Policy and the EAL Policy subject to the highlighted amendments.

Mrs Southgate told the meeting that the role of governors during an Ofsted inspection will need to be discussed.

SEN Provision – the draft statement on the website need to be ratified, with any changes that arise to come back to the Full Governing Body via the Curriculum Committee.

Governors thanked Karen Stanley-Bristowe for the huge amount of work that she put into the document and also for getting it out on time!

Mrs Sutton to bring this item back to the Summer Full Governing Body Meeting.

Mrs Sutton to look into the purchase of a defibrillator.

Date to be agreed to discuss role of governors during Ofsted

7. REPORT OF THE HEAD TEACHER

The uptake of UIFSM has resulted in a very busy lunchtime and the school has had to employ another midday supervisor. Both the kitchen staff and midday supervisors are working very hard.

The school is fully staffed, with one member of staff on long term sick leave.

Mrs Sutton asked for governor approval for the Year 6 trip to visit Westbrook Residential Centre on the Isle of Wight in June 2015. This was agreed by the governors.

Bullying - there has been one incident of bullying in the school, action has been taken and the behaviour seems to have stopped.

Exclusions - there have been two formal fixed term exclusions since the last headteachers report, both for the same pupil.

Attendance – Our average attendance for 2013-14 was 95.7%, in 2012-13 it was 96%, and this means that the school did not meet its target of 96.4%. Many of the absences are for families taking holidays and to visit family and friends abroad. These absences are not authorised by the school

Safeguarding – Currently we have no children who are under a Child Protection Plan, but this term 4 cases of suspected abuse have been reported to the Multi Agency Safeguarding Hub (MASH). These cases have been assessed and the families are being supported.

Pupil Premium – there are 17 pupils in the school who are entitled to Free School Meals. The money received for these pupils is being used to support groups of children across the school. Mrs Sutton has a pupil premium plan for 2014-15 that is evidence of support for pupil premium pupils.

EYFS Data – There is an improvement this year, last year's levels were low as were Suttons.

The school will be externally audited next year by LB Sutton.

All Saints Benhilton did much better in all areas this year, compared to last year, for EYFS.

KS1 results are above both the national average and Sutton average in all subjects. A good set of KS1 results.

KS2 results were not so good with the school being below the Sutton average.

Since receiving the headline data Mrs Sutton and Mrs Ferns have met with Kate Evans (attached inspector LBS), Hilary Grainger (School Improvement SDBE) and Nicola Warner (advisory teacher LBS) and have formed an action plan to further improve standards. Kate Evans has suggested a full analysis through KS2 SATs and to carry out baseline assessments at beginning of Year 3 going forward

Year 6 to visit Westbrook centre in June 2015

Mrs Sutton to continue to monitor situation

Pupil Premium plan is on website

<p>year on year.</p> <p>Early observations of teaching and learning are being carried out. Observations include assessment, record keeping, marking & feedback and quality and quantity of work in books. This is a much more stringent observation routine.</p> <p>Nicola Warner, Advisory Specialist Maths Teacher for the borough, is coming into school for one day every two weeks and is also coming in to school for part of the next inset day.</p> <p>Nicola Warner will carry out an audit of guided reading and offer general Year 1 support for embedding key skills.</p> <p>There are some changes to Year 5 & 6, with the current year 5 teacher possibly staying with the class into year 6 and the year 6 teacher will move to year 5 and stay with that class until the end of year 6 as a rolling programme to provide continuity for pupils.</p> <p>Mr Rowland thanked Mrs Sutton for all her hard work and also thanked all the staff on behalf of the Governing Body.</p> <p>Expansion – expansion to two form entry is now starting to have an Impact on school life. After our harvest celebration in Church this term it was obvious that we cannot continue to hold whole school events in the Church. At Christmas we will be holding two Carol Services (lower school and upper school) and this will be the format for future services.</p> <p>Mrs Hughes asked if this would be the same for the Leavers’ Service as this could be a problem with younger siblings.</p> <p>Mrs Sutton said that the Leavers’ Service would include younger siblings.</p>	
<p>8. REVIEW OF COMMITTEE STRUCTURES The committee structures were reviewed and agreed.</p>	
<p>9. SCHOOL SELF EVALUATION It was agreed to continue in the old format. The SEF is being discussed over the next few weeks and there will be an extraordinary meeting on Thursday 27th November at 7pm.</p>	<p>To attend the extraordinary governors meeting on 27th November</p>
<p>10. CORRESPONDENCE TO THE CHAIR AND CHAIR’S ACTION There were no Chair’s actions although the exclusion was discussed.</p>	
<p>11. GOVERNOR TRAINING Mrs Hughes told the meeting that she was unable to make these meetings and asked if someone else could take this role on. Looking at getting the Bishop’s Certificate underway – names to be given at the extraordinary meeting on 27th November. New Governor training will need to be set up for Mr Cloves.</p>	
<p>12. FORUM OF SUTTON GOVERNORS See Newsletter for information.</p>	

<p>13. INFORMATION SHEET See information sheet.</p>	
<p>14. AOB. Mr Rowland spoke about the committee membership. There is one Committee on the panel that to date has never been used – Staff Grievance. He has been approached by All Saints Carshalton, who have asked if their staff grievance panel could sit for our staff grievance appeals and vice versa. Mr Rowland asked for governor’s approval to this. Both schools would be able to give independent views to any grievances. This was agreed by all the governors.</p>	
<p>15. DATE OF NEXT MEETING As follows: Extraordinary Meeting of FGB – Thursday 27th November 2014 at 7pm. FGB – Monday 23rd February 2015 Monday 15TH June 2015 Monday 19th October 2015 at 7.30pm.</p> <p>Finance Committee – Tuesday 20th January 2015 Tuesday 28th April 2015 Tuesday 19th May 2015 Tuesday 22nd September 2015 at 5pm.</p> <p>Curriculum Committee – Thursday 22nd January 2015 Thursday 14th May 2015 Thursday 24th September 2015</p> <p>Personnel Committee – Thursday 29th January 2015 Thursday 7th May 2015 Thursday 30th Sept. 2015 at 4.15pm.</p> <p>Premises Committee dates to follow.</p>	
<p>16. CONFIDENTIAL MATTERS It was agreed to keep the minutes of the Personnel Committee confidential.</p>	

The meeting closed with the words of the Grace

Closing Time of Meeting: 10.07pm.

Chair’s Signature Date