

# Minutes



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## FULL GOVERNING BODY OF ALL SAINTS' BENHILTON CHURCH OF ENGLAND PRIMARY SCHOOL

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19<sup>th</sup> of June 2017 at 7:00 pm at All Saints' Benhilton

<b>Name</b>	<b>Position</b>	<b>Status</b>
Martin Rowland	Foundation (Chair)	Present
Justine Whelan-Cox	Headteacher	Present
Karen Stanley-Bristowe	Associate Governor	Present
Stephen Arnold	Foundation	Present
Simon Collinson	Foundation	Present
Pauline Hughes	Foundation	Present
Jane Jones	Foundation (Vice Chair)	Present
Margaret Southgate	Foundation	Present
Jean Woolley	Foundation	Present
Cllr Marlene Heron	Local Authority	Present
Benjamin Cloves	Parent	Present
Malcolm Munro	Co-opted	Present
Dominique Pink	Foundation	Present
David Williams	Parent	Present
John Farrer	Parent	Present
Jenny Collingwood	Staff	Apologies
Caryl Jones	Associate Governor	Apologies

	<b>ITEM</b>	<b>ACTION</b>
1.	<b>Apologies for absence</b> JC and CJ sent their apologies and these were accepted.	
2.	<b>Confirmation of quorum</b> The meeting was declared quorate.	
3.	<b>Declaration of any conflict of interest with items on the agenda and changes to register of interests</b> There were no conflicts of interest or changes to the register of interests.	
4.	<b>Board/Committee membership changes</b> John Farrer has joined as a new parent governor.	

	<p>Dominique Pink has become the new foundation governor, pending official confirmation.</p> <p>Michael White has stood down as a governor.</p> <p>Father Peter has moved to another parish and there is an Interregnum at the church.</p> <p>Martin Rowland is in communication with the PCC regarding his term of office renewal.</p>	
5.	<p><b>Minutes of the previous meeting (27<sup>th</sup> of February 2017)</b></p> <p><b>RESOLUTION: The minutes were reviewed and it was agreed that they constituted a true and accurate reflection of the meeting. They were signed by the Chair.</b></p>	
6.	<p><b>Matters arising not discussed elsewhere and Action Log</b></p> <p>There were no matters arising and all items on the action log were closed.</p>	
7.	<p><b>Minutes / Reports of Committees</b></p> <p><u>Premises</u></p> <p>The minutes had been circulated previously with the agenda papers and the Chair of the committee gave a brief overview of what had been discussed at the meeting.</p> <p><i>Governors asked for an update on drop-off and pick-up times. The HT confirmed that the changes are working very well: EYFS and KS1 are dropped at the classrooms and KS2 are dropped at the gate. Parents have been very co-operative and the playground is empty by 9 am.</i></p> <p><i>A governor asked whether there would be a change at the end of day. The HT said that as part of the school's duty of care, the teachers must hand the children over to a responsible adult so pick up will remain as is.</i></p> <p><i>A governor stated that she had been approached by a number of dog walking parents who said they were unable to put their dogs in the car park. The school stated that there was no formal arrangement in place to allow this to happen and an item would be going out in the newsletter to communicate with parents about this issue. A suggestion was made that children of dog walkers should be allowed go to and from school at the gate, but the HT stated again that safeguarding requirements would not allow this to happen.</i></p> <p>The HT explained that she planned to set up class Rep meetings (half termly) where the Reps can bring issues such as the dog walkers to a meeting to be discussed with SLT. This is planned to be set up in September.</p> <p>The school is putting a bid in for funding from the diocese for a MUGA (Multi-use Games Area). The new gates will be installed next week; they will operate with the use of fobs.</p> <p><i>A governor raised an issue regarding a portion of the lower part of the church yard, close to the boundary fence. The ground has become</i></p>	

extremely wet and it is believed that it is something to do with the work in the school. Another governor pointed out that they had filled in the hole in the playground and this may be related.

**ACTION: Investigate drainage re the hole in the playground.**

#### Finance

The minutes had been circulated previously with the agenda papers and the Chair of the committee gave a brief overview of what had been discussed at the meeting.

#### **April meeting**

The outturn for 2016-2017 was discussed and the governors informed that there at the start of the year, the budget was predicting a deficit of £26K. Spending has been closely monitored all year and the Chair wished to give his thanks to all staff for keeping spend to a minimum. This has resulted in an improved position of £2K deficit and thus of £56K carry-forward.

The Chair of finance reminded governors that the school cannot continue with deficit budgets and therefore 2017-18 year must be a surplus budget.

A number of documents were recommended for ratification:

- ❖ Critical Incident Plan – minor changes only
- ❖ Best Value Statement – minor changes only, reference to LA EDP to be removed.
- ❖ Statement of Internal Control – Jessie Farley needs to be listed in the financial procedures manual

**ACTION: Make changes to documents as detailed above.**

**RESOLUTION: Critical Incident Plan, Best Value Statement, Statement of Internal Control all ratified by the Governing Body.**

#### **May meeting**

The Chair reported that the change to staffing is ongoing with some HR complications. *In response to a governor question*, the Chair confirmed that restraints on spending are still in place as the target for 2017-18 is £10K surplus and it will be a challenge to meet. The ultimate aim is to have two or three lean years and start building up the reserves again.

It was noted that SES are now charging for a number of services which previously had been free. Some of these services will be purchased this year and others the school will do without for a year.

It was also noted that while the three year budget had been compiled, this would be subject to dramatic changes given the change in the political landscape. The Chair also raised the prospect of the school increasing lettings to improve revenue.

**RESOLUTION: The 2017-2018 budget was ratified by the Governing Body, noting the need for tight financial control.**

**RESOLUTION: The School Financial Procedures Manual was ratified by the Governing Body.**

## Curriculum

It was noted that the SIP is now run in line with the academic year.

**RESOLUTION: The governing body approved the SIP, the SEF and subject plans.**

The committee reviewed the following policies and had agreed to recommend to the GB for ratification:

- ❖ Accident and First Aid
- ❖ Assessment
- ❖ Equal Opportunities
- ❖ EYFS
- ❖ SEN

**RESOLUTION: The governing body ratified the above policies.**

INSET Days were agreed as follows:

- ❖ 4<sup>th</sup> of September 2017
- ❖ 20<sup>th</sup> of October 2017
- ❖ 3<sup>rd</sup> of January 2018
- ❖ 25<sup>th</sup> of May 2018
- ❖ 23<sup>rd</sup> of July 2018

The importance of governors' visits was discussed at the curriculum meeting. The HT reminded the GB that OFSTED would not look favourably on the lack of governors' visits. The next curriculum meeting is on the 28<sup>th</sup> of September and every governor is to have organised a school visit by that point in time.

**ACTION: Schedule a visit before 28<sup>th</sup> of September 2017**

**ACTION: Send out diocesan form to all governors.**

*A question was raised about safeguarding training.* The HT will circulate the dates of the next whole staff training for governors to attend.

**ACTION: Circulate dates of safeguarding training to governors.**

## Appraisal and Personnel

The governors were informed that the teaching structure is complete for next year.

Admissions for nursery next year will be set on the 23<sup>rd</sup> of March 2018 for September 2018 and a date for January 2019 admissions will be set in September 2018. The Chair noted that the school had had a record number of applications for Reception class in September 2017.

*In response to a governor question,* it was confirmed that the foundation split was approximately 70/30. Signed letters from the parish have recently been introduced however the governors are unsure if the same criteria are applied in all cases.

The Chair noted that the admissions policy was last reviewed in 2012 and so will need to be reviewed in September 2017.

	<b>ACTION: Put Admissions policy on the Autumn FGB meeting agenda. Governors are to send recommendations for updates.</b>	
<b>8.</b>	<b>Financial issues</b>  This was covered in another agenda item.	
<b>9.</b>	<b>HR issues</b>  This was covered in another agenda item.	
<b>10.</b>	<p><b>Report of the Headteacher</b></p> <p><u>Staffing</u></p> <p>The HT reported that 3 NQTs had been recruited this year; not one experienced teacher applied for the posts. <i>A governor queried whether this would put pressure on existing teachers.</i> The HT agreed with the question and assured governors that each NQT would have a mentor and all were very strong candidates.</p> <p><u>Trips</u></p> <p>It was noted that two trips to Central London had been cancelled due to their proximity to the recent incidents in the city. The school consulted with the LA regarding whether they should cancel; the Met police said that it would be up to the individual school.</p> <p><i>A governor asked whether the school was reviewing its policy on trips into London.</i> The HT confirmed that some changes had already been made e.g. each trip must be entered into the LA system. The school's Educational Visits policy will be reviewed.</p> <p><i>A governor commented that the decision to continue with a trip needs to be made rationally, not emotionally.</i> It was also noted that a lot of children had parents who travelled to work every day.</p> <p>The HT explained that some children had said that they didn't want to go on the trip and teachers were unhappy about the risk they were assuming by bringing children into the centre of London. All views need to be considered and the decisions are made on an individual basis. Bearing this in mind, other trips to London will go ahead as planned, barring any currently unforeseen events. It will be a constant consultation between parents, staff and school management.</p> <p><i>A governor raised a query that they had received from parents regarding contribution for trips.</i> These parents felt that some years are a little light on trips and they are questioning the set amount that they pay. The governors agree that it all evens out over the duration of the child's attendance at the school and that this system was working well.</p> <p><u>Fire procedures</u></p> <p><i>Following a governor question,</i> the HT confirmed that there is an alternate meeting point. During this discussion, it was suggested that the school do</p>	

	<p>a fire drill without the use of the general alarm bell once a year.</p> <p><u>Teaching and Learning</u></p> <p>The school has started to use Target Tracker for tracking attainment and the staff are happy with it. The HT showed the governors what the output looks like and governors discussed the data. Years 1 and 5 are a concern. This is an on-going situation and support is already in place. <i>A governor asked whether there is a tie-up with the teachers needing improvement</i> and the HT confirmed that this was the case.</p>	
11.	<p><b>Policy documentation</b></p> <p>This was covered in another agenda item.</p>	
12.	<p><b>Governors' Annual Statement to Parents</b></p> <p>The governing body agreed again that they would not be producing an annual statement to parents due to the volume of work that it would require.</p>	
13.	<p><b>School Priorities and the School Development Plan</b></p> <p>This was covered in another agenda item.</p>	
14.	<p><b>School and Governing Body Self-Evaluation</b></p> <p>This was covered in another agenda item.</p>	
15.	<p><b>Headteacher's Annual Safeguarding Report to Governors</b></p> <p>MASH has consulted with the school for welfare checks on four children. The HT has had two serious referrals to MASH this term. In one case the child/ren have been taken into care and the other the child was allowed home but monitoring is still on-going.</p>	
16.	<p><b>Approval of school closure dates and educational visits</b></p> <p>Closure dates were covered in another agenda item.</p> <p>Year 5 have a trip planned to Carrot Wood from the 9<sup>th</sup> to the 11<sup>th</sup> of October.</p> <p>All other years are to be brought to next FGB.</p> <p><b>ACTION: Add other trips to next FGB agenda.</b></p> <p><b>RESOLUTION: Governors approved the Year 5 trip.</b></p>	
17.	<p><b>Governors to consider arrangements for external validation of SEF</b></p>	

	This was not considered to be necessary.	
<b>18.</b>	<p><b>Pupil Premium and PE &amp; Sports Premium</b></p> <p>Sutton sports package has been purchased by the school.</p> <p><u>PPG</u></p> <p><i>The governors asked the school to review each PPG child and ensure that the evidence is in place to show how the money is being spent, and its impact.</i></p> <p><u>PE &amp; Sports Premium</u></p> <p>The data showing how the money is spent must be uploaded to the website as soon as possible.</p> <p><i>A governor questioned how the school supports the most able pupils and expressed a concern that they are not a focus. The HT explained that the school uses the mastery approach where the lesson is set for the top level of ability in the class and resources are then used to support the less able.</i></p>	
<b>19.</b>	<p><b>Governors' visits to schools</b></p> <p>This was covered in another agenda item.</p>	
<b>20.</b>	<p><b>Governor Training</b></p> <p>This was covered in another agenda item.</p>	
<b>21.</b>	<p><b>Forum of Sutton Governors</b></p> <p>This was noted.</p>	
<b>22.</b>	<p><b>Correspondence to the Chair / Chair's Actions</b></p> <p>There was no correspondence to the Chair or Chair's Actions.</p>	
<b>23.</b>	<p><b>Confidential items</b></p> <p>There were no confidential items discussed.</p>	
<b>24.</b>	<p><b>Any other business</b></p> <p>JJ said that the church warden had approached her to invite her and the governors to an informal get together on the 28<sup>th</sup> of June at 7:30pm.</p>	
<b>25.</b>	<p><b>Date of next meeting: 16<sup>th</sup> of October 2017 at 7:00 pm</b></p>	

There being no further business for discussion the Chair thanked everyone for their contributions.

The meeting closed at 9:45 pm.

Signed as a true and accurate record of the meeting	
Chair's signature	
Chair's name	
Date	