

Minutes



GOVERNING BODY OF ALL SAINTS BENHILTON C of E PRIMARY SCHOOL

FULL GOVERNING BODY MEETING

Monday 22nd February 2016 at 7.00 pm at All Saints Benhilton C of E Primary School

Attendees:

Mr M Rowland (Chair)	Mr M Munro
Mrs J Jones (Vice Chair)	Mrs M Southgate
Mrs R Sutton (Headteacher)	Mrs J Collingwood
Mrs C Jones (SBM)	Mrs P Hughes
Mr S Arnold	Mr D Williams
Cllr M Heron	Mrs S Nickson
Mr S Collinson	

Also in Attendance: Mrs P Garry (Clerk)

Apologies: Father P Harnden *Mr B Cloves
Mr M White

The meeting opened with prayers. *Governors' comments/questions are shown in Italics*

	ITEM	ACTION BY
1.	APOLOGIES FOR ABSENCE Apologies were received from Father Peter Harden (who is on sabbatical until the middle of April) and Mr Michael White and were consented. No apologies had been received from Mr Cloves.	
2.	DECLARATIONS OF CONFLICTS OF INTEREST There were no items of conflicts of interest.	
3.	GOVERNING BODY MEMBERSHIP The Chair asked governors to consider the re-appointment of Mrs Karen Stanley - Bristowe as an Associate Member for a period of four years. RESOLUTION: Mrs Karen Stanley-Bristowe appointed as an Associate Member for a period of 4 years with effect from 22-02-16. It was also noted that two Foundation Governors terms of office are due to expire in March and October respectively. The Chair will be speaking with the individuals concerned.	

	<p>Committee List A governor requested that the initial “J” be inserted against the name Mrs Jane Jones</p>	
4.	<p>MINUTES FROM PREVIOUS MEETING HELD ON 19TH OCTOBER 2015 The minutes of the meeting held on 19th October 2015 were agreed and signed. All actions were noted to have been completed and/or updates are covered under this agenda.</p>	
5.	<p>PUBLICATION OF GOVERNANCE INFORMATION ONLINE (NEWSLETTER ITEM) The School Business Manager confirmed that this was up to date.</p>	
6.	<p>MINUTES OF COMMITTEE MEETINGS Finance Committee – Monday 18th January The highlights were presented, including:</p> <ul style="list-style-type: none"> • The cost of covering school trips. The Headteacher had approached parents in September for a £15 contribution and has, so far, received this from 80% of parents. This means the school have more funds than in the past and offsets the risk of cancelling trips. As an added bonus this has reduced admin time and the need to chase up payments. <i>A governor asked whether the payment could be requested earlier this year, rather than just before Christmas.</i> The Headteacher confirmed it would be requested in September. • Income/Expenditure. A carry forward of £62k was initially predicted, it now stands at around £79k but may reduce. <i>Governors noted that this was a positive position, especially bearing in mind the school’s expansion.</i> The School Business Manager was thanked for her hard work in maintaining this position. The School Business Manager had obtained a grant for the wildlife area. • Maintenance Fund – a discussion took place around the difficulties in collecting this money. 56% of payments had been collected with 44% remaining unpaid despite reminders having been sent in November and February. 90% of new parents handed in forms but this did not convert to payments. It was agreed that other options would need to be fully explored e.g. having one standing order for siblings, asking for the initial payment in cash when children join the school. <i>A governor asked whether this was applied as new children joined the school</i> and it was confirmed that this was correct and that the parents sign up for the whole of the expected time the child would stay at the school. The amount is currently £50 per annum. A governor asked how many parents paid by standing order and it was confirmed that it is around 50%. It was also acknowledged that some parents are unable to pay due to financial difficulties. <p>Action: Headteacher to include a reminder in the Newsletter and Finance Committee to look more closely at options for next year</p>	

- **Policies.** The Charging and Debt policy had some minor wording amendments.

RESOLUTION: Governors ratified the Charging & Debt Policy.

- **Terms of Reference.** There had been no changes to these.

RESOLUTION: Governors agreed the Finance Committee Terms of Reference.

Curriculum Committee –

The highlights were presented:

- **Terms of Reference.** There had been some minor changes to these.

RESOLUTION: Governors agreed the Curriculum Committee Terms of Reference.

- **LA Annual Conversation.** This took place in Nov with Kate Evans who judged from data that ASB is a “Good” school as per Ofsted. The school currently receives one day per month from the LA to maintain and support. However, Kate Evans is leaving the LA (as are two other inspectors) so it is unclear who will support the school in the future.

- **Assessment and Pupil Progress Data.** With the new system for assessment there is a need to look at how data is presented to governors. It had become clear that the picture would show that there were not many children “Secure” at the end of the autumn term as not all of the curriculum had been covered. The Headteacher had provided tracking data for the end of the autumn term but the picture should be clearer after the spring term assessments. The school aims for children to be at least “Secure” and that some will be into the “Mastery” ranking during the school year. Staff are moving children on and continuing the momentum.

A governor asked why a 2 was shown in Year 2. The Headteacher explained that 2 is the Early Learning Goal (ELG) – three children have achieved it but not achieved the Year 1 curriculum. In particular in Oak Class there is a child with very specific needs who may not stay in mainstream.

A governor asked why there was no data shown for Hazel class. The Headteacher explained that there were some discrepancies with the data and so she wanted to re-check it before presenting to the governors.

The Headteacher advised that the next assessments would be w/c 7th March. It was confirmed that this data and next half terms’ data would be available at the Summer term FGB.

- **SEF.** The SEF has been reviewed and new strategic targets set.
- **Homework Policy.** There were very few changes. The policy will be sent out to parents and given to new parents this week.

RESOLUTION: Governors ratified the Homework Policy

The Headteacher advised that a new plan has been drawn up for computing and that e-safety will be a focus to ensure that tight procedures are in place. Governors extended their thanks to Viv Lupoli for all her hard work in this area.

- **Governors Day.** The recent Governors Day was a success and reports were considered by the committee. The next day is on Thursday 23rd June which is also the day of the EU Referendum. The LA had asked to use the school as a Polling Station but the Headteacher had declined. If absolutely necessary to hold polling at the school then the Nursery could be made available.
- **Governors Training.** A Governor had attended Radicalisation training and various governors had attended courses as part of the Bishops Certificate. A governor will attend the SDBE Foundation Governors Conference on 5 March.

Two governors were needed to attend the upcoming Staffing in Schools course on 8 / 15th June and MM / MSR offered to attend. There was also a two-part RE course on 20th and 27th April and SN and JJ offered to attend.

- **Admissions.** A meeting took place on 4th February for the Reception 2016 intake. The numbers were similar to last year – 203 applied for 60 places. Allocations were made as per policy. There was a larger number of siblings than usual in both Foundation and open places. Confirmation will be received on 15th April. All Foundation places were filled but there might be one or two that are second choices. Nursery Admissions will be looked at on 22nd March.

Personnel Committee –

See Confidential Minutes

Premises Committee –

The highlights were presented:

- **Playground** – there were still some small items that had not been replaced.
- **Terms of Reference** – were reviewed with no changes.

RESOLUTION: Governors agreed the Premises Committee Terms of Reference.

- **Window Replacement.** *A governor asked when this would be carried out.* The School Business Manager explained that the cladding would be done first and then the windows. LCVAP money will pay for the cladding and additional funds should be available for the windows.

- **New Building area.** The Headteacher advised that there had been two incidents which could have resulted in injuries to staff or children. One was when a door blew back on itself in the wind and smashed and the second, when a set of sliding doors came off their runners; fortunately a male teacher was able to hold them to avoid them falling and smashing. The issue is with the base of the frame having bowed. The contractors have returned to school to rectify these problems and the local authority surveyor has checked them. The window manufacturer will also be visiting. *A governor asked whether all the other windows had been checked and it was confirmed that they have. Another question was raised about whether the school were now satisfied that the windows/door were now safe.* The Headteacher confirmed that initially the repairs had not been signed off and more work was required. However, they have now been inspected again and signed off. *A governor asked that the school obtain a written indemnity from the local authority in order that the school is not held liable should there be any problems in the future.*

Action: Headteacher to obtain an appropriate letter from the local authority.

RS

- **5 Year Plan.** The Headteacher asked governors to approve the conversion of a cupboard space off the main hall into an ELSA room. This would enable children to have one to one sessions in a quiet space with the ELSA as it is currently very difficult to find anywhere. An obscured window would need to be created to provide light and a new door would be needed with a glass panel. LCVAP money would cover the cost of the conversion. *Italics / and several below-* A governor asked about the capacity of the room and was advised that it could accommodate up to four people.

Italics - A governor asked whether the old bin store could be used for storage but was advised that it is already used for this.

RESOLUTION: Governors agreed to the conversion of the cupboard space to an ELSA room.

- **Music Room.** The proposal for the future is to use the Nest as a music room. The School Business Manager's office could perhaps then be used on agreed occasions as an extra space by Reception classes. There are a number of children with special needs and the extra space would be extremely useful. The first stage is to install a door and LCVAP money is available to do this. *A governor asked where the door would be located and was advised that it would replace the current window.* The consideration of finalising this proposal would be done at a later date.

RESOLUTION: Governors agreed to the replacement of the window in the School Business Manager's office with a door.

- **SLA Purchases.** The School Business Manager will advise and seek approval from the Finance Committee if there are any proposed changes from last year.

7.	<p>FINANCIAL ISSUES</p> <p>All financial items are covered in Item 6, Finance Committee.</p>	
8.	<p>REPORT OF THE HEAD TEACHER</p> <p>The Headteacher presented her report, which had been circulated previously. Questions were invited.</p> <p><i>Italics</i> -- A governor asked how the NQTs were doing and was advised that three are Good to Outstanding and one is Good with one area RI.</p> <p>The Headteacher highlighted:</p> <ul style="list-style-type: none"> • Monitoring of Teaching & Learning. Practice is now looked at as a whole including lesson observations, marking and feedback, quality of work in books, assessments etc. The target is 85% for three steps of progress as anything below is considered by the DfE as “coasting”. It has been difficult to show four steps of progress for some children as they came into the new system with very high scores. • Termly Fire Drill. This took place and went very smoothly considering there are now more children. David Charles attended. A governor <i>italics</i> asked what the recommended time was for the evacuation but the Headteacher didn’t have the information to hand. A governor asked what plans are in place should there be a fire in Reception or the Year 1 area. It was explained that children would be moved away from the building and up to the field, but that it is acceptable to gather in the adjacent area for a drill. • Health & Safety Audit. This has not taken place due to staffing issues at the local authority. The Headteacher advised that an internal one has been carried out. • Child Protection Audit. This has been carried out and sent to the local authority for sign off. • Exclusions. There had been one afternoon exclusion for a child with SEN. • Attendance. The current attendance figure is 96%. • Looked After Child (LAC). The child has been adopted and so has left the school. • Children on CP Plans. There is a CP conference for a child next week. • Safeguarding Policies. All are up to date and safeguarding is high on the school’s agenda. There are now two trained Designated Safeguarding Leads. 	

- **Strategic Targets** – SEF was fully discussed at the November FGB and will be updated and reviewed. In addition the successful recruitment of a Headteacher will be added.
- **Standards and Performance.** The Headteacher highlighted the targets and updated on progress towards them. There had been two classes where it was felt that marking and feedback could be improved. TAs are making good contributions to learning and have observed each other. Regular CPD is taking place both internally and externally.
- **Assessment Without Levels.** This has been a focus at staff meetings whereby inputting of data has been fully discussed so that everyone understands the approach.
- **IT Facility.** The IT Assistant has been invaluable. Learning pads and Chromebooks are being used throughout.
- **Outside Areas** – canopies are being well used as are the playground markings. The children do not look after resources particularly well.
- **Leadership and Management.** The Headteacher is keenly anticipating the AHT being out of class from September. Monitoring walks are taking place fortnightly. A governor asked if this would be on a weekly basis for the RI teacher and the Headteacher confirmed that this was correct and that the Monitoring Walks were a more general look at different things across the school.
- **RE Teaching.** A target is that Teaching of RE is outstanding. The school are trying to make RE more creative. Will get new curriculum up and running and have started to work on the RE Quality Mark.
- **16/17 Curriculum.** Teaching and Learning will be focus group led with a high profile on formative assessment. A governor asked what “focus group teaching” is and the Headteacher explained that the lesson begins with input to the whole class and then the teacher focuses on different groups of children according to their need whilst others might be working with the TA or independently. Pupils will be challenged at all levels. Higher achieving pupils will be accessing the Mastery curriculum to broaden their depth and understanding.
- **Standards and Progress.** The aim is to support children in their learning. A programme “Building Learning Power” is being used. The school wants children to make good or rapid progress in all year groups in order to meet and, wherever possible, exceed their targets. A governor asked about the Building Learning Power. The Headteacher explained that it is about giving children the power to learn by tapping into creativity, delivering teaching and learning in different ways. In this way children have the best chance to learn and take ownership of their learning.
- **SLT.** There will be a further addition to the SLT so the school will ensure that the current team which works well together is maintained.

	<ul style="list-style-type: none"> • TA support in all classes. The budget is being explored to see if this support can be extended which will help teachers and give more flexibility in timetabling. <p>RESOLUTION: The Headteacher's report was noted.</p>	
9.	<p>REVIEW OF POLICIES</p> <p>Policies covered under Item 6, Committee Minutes.</p>	
10.	<p>SCHOOL SELF EVALUATION</p> <p>There was a separate meeting held on 24th November 2015 to discuss the SEF.</p>	
11.	<p>SCHOOL PRIORITIES AND THE SCHOOL DEVELOPMENT PLAN (SDP)</p> <p>This item was covered in the Curriculum Committee, Item 6.</p>	
12.	<p>SAFEGUARDING</p> <p>Covered under the Headteacher's report, Item 8.</p>	
13.	<p>THE PEOPLE PLAN (FOR LOCAL AUTHORITY MAINTAINED SCHOOLS ONLY)</p> <p>This item was covered in the Personnel Committee, Item 6.</p>	
14.	<p>THE FUTURE OF THE LONDON BOROUGH OF SUTTON HR SHARED SERVICE</p> <p>Noted.</p>	
15.	<p>GOVERNOR VISITS TO SCHOOL</p> <p>This item was discussed under Item 6, Curriculum Committee.</p>	
16.	<p>GOVERNOR TRAINING</p> <p>This item was discussed under Item 6, Curriculum Committee.</p>	
17.	<p>SCHOOLS FORUM</p> <p>Governors noted that the items discussed at the Schools Forum held in the Autumn term and that agendas and minutes are available on Sutton Council website https://www.sutton.gov.uk/info/200130/education_schools_and_nurseries/1387/schools_forum</p>	

<p>18.</p>	<p>FORUM OF SUTTON GOVERNORS</p> <p>The link governor advised that at a recent meeting there had been two speakers, one from The Co-operative Trust detailing how schools can join to be part of a Foundation or a full partner. The Headteacher added that the school would not have full voting rights as a partner but the lead school would have to be a Foundation school. The Diocese has set up their own MAT which is ready to launch. There are 94 schools under the Diocese so there could be an Umbrella trust with clusters of schools sitting under it. Colin Powell at the SDBE has advised the school not to worry about this at present. <i>A governor commented that this sort of arrangement would make sense financially as it would provide economies of scale.</i></p> <p><i>Another governor commented that it would also provide flexibility in teaching.</i></p> <p>The second speaker was a LBS consultant who talked about the proposed spin-out of Education services under a LA trading company. The Headteacher said that Colin Stewart, Head of Education at the LBS did not give any reassurances about how it would work for foundation schools. There are also concerns about the cost and liability to schools of this proposed trading company.</p> <p><i>The Chair commented that the school is in a good position because of the support of the Diocese.</i> There is also access to a scheme buy-in where services can be purchased.</p> <p>It was noted that minutes of the forum meeting are available at www.forumsuttongovernors.co.uk</p>													
<p>19.</p>	<p>CORRESPONDENCE TO THE CHAIR AND CHAIR'S ACTION</p> <p>The Chair had consulted with the Headteacher about the half day exclusion. He had also written to CCLA to get a fresh account mandate.</p>													
<p>20.</p>	<p>INFORMATION SHEET</p> <p>Noted.</p>													
<p>21.</p>	<p>DATE OF NEXT MEETINGS</p> <p>All meetings for the coming two terms are listed below:</p> <p><u>Summer Term</u></p> <table data-bbox="236 1693 1046 1912"> <tr> <td>Finance Committee</td> <td>26th April 2016 at 5.15pm</td> </tr> <tr> <td>Personnel Committee</td> <td>11th May 2016 at 4.15pm</td> </tr> <tr> <td>Curriculum Committee</td> <td>12th May 2016</td> </tr> <tr> <td>Finance Committee</td> <td>17th May 2016 at 5.15pm</td> </tr> <tr> <td>Premises Committee</td> <td>TBA</td> </tr> <tr> <td>Full Governing Body Meeting</td> <td>13th June 2016 at 7pm</td> </tr> </table>	Finance Committee	26 th April 2016 at 5.15pm	Personnel Committee	11 th May 2016 at 4.15pm	Curriculum Committee	12 th May 2016	Finance Committee	17 th May 2016 at 5.15pm	Premises Committee	TBA	Full Governing Body Meeting	13 th June 2016 at 7pm	
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	<p><u>Autumn Term 2016</u></p> <p>Finance Committee 20th September 2016 at 5.15pm</p> <p>Curriculum Committee 22nd September 2016</p> <p>Personnel Committee 27th September 2016 at 4.15pm</p> <p>Premises Committee TBA</p> <p>Full Governing Body Meeting 17th October 2016 at 7pm</p>	
22.	<p>CONFIDENTIAL MATTERS</p> <p>Item 7. Personnel Committee</p>	

The meeting closed with the words of the Grace

Closing Time of Meeting: 10.15pm

Chair's Signature Date