

LONDON BOROUGH OF REDBRIDGE

ST. BEDE'S CATHOLIC PRIMARY SCHOOL GOVERNING BODY

Minutes of the Governing Body held at the School on 17th November 2015

PRESENT:

	Mr. M Butcher (Chair)	
Mrs. A Eguakhide		Mrs. F Frost
Mrs. S Harrison		Rev. M O'Connor
Mrs. E Agbedo		Mr. P Imoh*
Mrs. T Leiser		Mr. G Nott

In Attendance:

Mrs. V Freeman	Clerk
Mrs. P Lawlor	Observer
Mrs K Roberts	Observer
Miss S Brock	Observer

**for part of the meeting*

1. WELCOME AND APOLOGIES FOR ABSENCE

Mr Butcher welcomed all Governors to the meeting, and also welcomed Mrs Roberts and Miss Brock from the Senior Leadership team who were attending the meeting as observers and Mrs Freeman, the new Clerk to the Governing Body. There were no apologies for absence.

2. DECLARATION OF PECUNIARY INTERESTS

- 2.1 No pecuniary interests were declared.
- 2.2 Governors noted that from 1st September 2015 governing bodies have a duty to publish on their website their register of business interests; this included other schools where they are governors at and any relationships that exist between governors and school staff. The register of interest forms were distributed at the meeting and signed by those present.

3. TERM OF OFFICE FOR CHAIR AND VICE-CHAIR OF GOVERNORS

Governors agreed that the term of office for Chair and Vice-Chair should be four years in line with St Bede's Standing Orders (paragraph 3.1). Previously the term of office for both positions had been one year; however, governors agreed the change of term so as to coincide with the school's four year Development Plan.

Action: HGS

4. **ELECTION OF CHAIR**

Rev Fr .O'Connor proposed that Mr. Butcher be appointed Chair of the Governing Body for a term of four years and this was unanimously agreed by governors.

Action: HGS

5. **ELECTION OF VICE CHAIR**

Mrs.Leiser proposed that Rev.Fr. O'Connor be appointed as Vice-Chair of the Governing Body for a term of four years and this was unanimously agreed by governors.

Action: HGS

6. **MEMBERSHIP OF THE GOVERNING BODY**

Governors noted the Governing body vacancies and discussed ways in which the vacancies could be filled. It was agreed that a meeting would be arranged for the Chair, Headteacher and the Priest to discuss the way forward with regard to new foundation governors.

Action: Chair/Headteacher/Parish Priest

7. **MINUTES OF PREVIOUS MEETING**

The minutes from the previous meeting held on the 18th June 2015 were agreed as a true record.

8. **MATTERS ARISING**

8.1 The following were matters arising from that meeting not dealt with elsewhere on the agenda:

8.1.1 Policy Review - Minute No. 5.1 refers: Mr Butcher to circulate the revised list of policy responsibility to Governors.

Action:Chair

8.1.2 Achievement of 'vulnerable groups'– Minute No 5.3 refers: The action had not yet been pursued. Noted that Mrs Agbedo volunteered to take on the role of ICT lead governor.

Action: ICT Lead Teacher

8.1.3 Visiting Governors Reports – Minute No. 19 refers: Noted that Governors were being informed of forthcoming events through the school newsletter.

8.1.4 Any Other Business - Minute 23.2 refers: The Headteacher confirmed that he had raised the issue of behaviour at a staff briefing in order to reinforce the process.

9. HEADTEACHERS REPORT

The Headteacher presented a detailed report, during which the following salient points were noted and questions posed:

Objectives of the School 2019 – The school was embarking on a new four year plan of improvements to take it to 2019 with the key aims being as follows:

- To move all teaching from good to outstanding.
- To further develop our teaching of reading.
- To develop our ability to teach arithmetic.
- To develop our ability to teach children to write.
- To support other schools in their journey to excellence.

Pupil Matters – There were currently 470 pupils on roll at the school. The ethnicity of the children were in line as previously reported. There are currently no children on child protection plans, 7 children are classed as 'Children in Need', 36 children are on the school's SEN register and 23 have individual Care Plans. There had been an increase in children on Free School Meals from 21 to 34 which was in line with the high deprivation factor. 8 children had been placed 'on report' to the Phase Leaders and their parents invited into the school to discuss this. Pupil attendance was very good with an overall attendance this term so far of 98%. There had been no pupil exclusions this term. Risk assessments are in place for all trips and a fire drill was to be held on the 7th December 2015.

In response to a parent needing to be banned from the school premises, a Banning Parents Policy had been adopted.

Governor question: Were there any factors which led to the increase in children taking up Free School Meals? The Headteacher advised that he was not aware of any factors and the school had not particularly promoted Free School Meals.

Governor question: Does the Banning Parents Policy state a period of time that a parent would be banned from the premises? The policy does not define a time as this was thought to be in appropriate Policy states that the ban would be reviewed if a change in circumstances is noted.

Governor question: Why was the ban lifted in the case previously described? Following a review it was agreed that circumstances had changed warranting a lifting of the ban.

Staffing Matters – No applications had been received in response to the advertisement for the year 1 teacher vacancy Therefore a current staff member following a recruitment process had been appointed as an unqualified class teacher. Noted that she would undertake her formal teacher training in 2016/17.

Standards of Attainment – Year 6 had made strong progress in Maths

and Writing. There was a typographical error on page 10 of the report, whereby it should read that 'Cockpits and flight plans were produced for all teaching staff at the start of the summer term ...'. Using the new grading system for reading and maths, the school were aiming for 3.0+ progress. Summer 2016 results were hard to predict due to the new tests and the way of assessing children's attainment and progress.

Community – The Parent Voice meetings had been suspended for the autumn term and would recommence in the spring term.

Farnham Green (Partner School) – The Headteacher had been working at the school for two days a week since 1st September 2015. It was noted that there was significant underachievement at the school, but much progress had been made in terms of structures, systems and staff morale

Governor question: Has there been a requirement for the Headteacher to work additional days at Farnham Green School? The agreement had always been two days and this would continue until 31 August 2016.

Governor question: Are similar strategies being used at Farnham Green School as used at St. Bedes Catholic Primary School? Yes, for example where there is a vacancy and it has not been possible to make an appointment, an unqualified teacher has been put in the class.

Governor question: Have the school assemblies at St. Bede's been effected? The number of assemblies were decreased for a short period but had now returned to twice a week.

10. TERMLY FINANCIAL REPORT

Governors received and noted the termly Financial Report. It was noted that the initial allocation of pupil premium income for 2015/16 was £44,880 but this had subsequently increased to £73,866 to date. Governors were advised that the funding for looked after children (LAC) could either increase or decrease; as the child moved school, a portion of the funding would go to their new school. The projected carry forward this year was currently £ 138,432. The school had experienced problems recently with its wi-fi which needed upgrading and there would be a cost of about £12k for this. Additional monies had been set aside in the budget for energy costs which could be unpredictable and dependent on the weather.

Governor question: Are the school allowed to carry forward a percentage? If 8% of the total budget is not spent a percentage can be clawed back from schools and questions would be asked of those schools with large carry forwards.

11. COMMITTEES/WORKING PARTIES

- 11.1. Governors agreed the following committee memberships:
- Teaching, Learning & General Purposes Committee:- The committee membership to be all governors as previously. Mrs. Frost was appointed as Chair of the Committee.
 - Finance & Personnel Committee:- Mrs. A Eguakhide (Chair), Mr. M Butcher, Rev Fr M O'Connor and Mrs. E Agbedo. It was agreed that Mrs Eguakhide should remain as Chair of this Committee.
 - Admissions Committee – Mrs Eguakhide, Mrs Frost and Mrs Harrison.
- 11.2. Governors agreed the terms of reference for the Teaching, Learning & General Purposes Committee, the Finance & Personnel Committee and the Admissions Committee.
- 11.3. Governors received and noted the minutes of the Teaching, Learning & General Purposes Committee held on the 17th September 2015.

Governors were provided with an update on the latest position on the objection to the schools' admission arrangements raised by the Redbridge Head of School Admissions earlier in the year. Governors were informed that a decision from the Office of the Schools Adjudicator was due the following day. The draft admission arrangements would normally be agreed at the governing body meeting in February, however Governors gave approval for the admission arrangements for the following year to be delegated to the Chair of the Governing Body to be determined if necessary .

Action: HGS/Chair & Mrs P Lawlor

- 11.4. Governors received and noted the minutes of the Finance & Personnel Committee meeting held on the 15th October 2015. The Governing Body agreed that:
- (i) Mr. Spriddle be appointed as an authorised signatory on the school fund and capitation accounts, in place of the former Deputy Headteacher Mr. Olorunfe-Ojo.
 - (ii) Mr. Butcher, Mrs. Eguakhide and Mr. Nott be appointed as signatories on the School Development Fund account (and one of either Mr. Butcher or Mrs. Eguakhide to sign on each occasion).
 - (iii) Angus Consultancy (Martin Angus) be appointed to audit the school fund and school development fund accounts and for School Finance Ltd (Steve Hibben) to provide periodic technical and financial support and advice in

relation to the school fund and capitation accounts to supplement the support already provided by the Borough's Schools Finance Team.

12. LINK GOVERNORS

Governors agreed link governors for 2015-16 as set out

13. GOVERNOR TRAINING

- a) There was no feedback provided by the Training Link Governor.
- b) Noted that there had been no training undertaken recently by Governors. Governors were advised that on-line training was available for a small fee through the Governing Body Support Unit (GBSU). All governors had received information on available courses from Redbridge Borough Council. In addition, governors were advised that the Diocese offered training for governors.

14. VISITING GOVERNORS

Governors received a report from Sharon Harrison on her governor visit to the school on 9th July 2015.

15. NON-CONTACT DATES 2015/2016

It was noted that the remainder of the non-contact dates for 2015/16 had been previously agreed.

16. CODE OF CONDUCT

Governors reviewed the Governing Body Standing Orders and Code of Conduct & Expectations for the Governing Body. They were required to do this as there was a new Chair of Governors. Governors agreed that no changes to the document were required and they were signed off by the new Chair.

A Governor questioned if the reconstitution of the governing body been finalised; it was confirmed that the Instrument of Government had been signed, ratified and formally sealed by the Local Authority.

17. PUPIL PREMIUM 2014/2015

Noted the pupil premium expenditure for 2014/15 was £47,549. The initial allocation for 2015/16 was £44,880, but this had subsequently increased to £73,866 to date. Tracking of pupil premium children had shown progress across the school as pleasing with 63% of children making fast progress (more than one sub level) overall.

Governor question: Was there a correlation between Free School Meal pupils and year groups? No, the pupils were spread across the year groups.

18. LOOKED AFTER CHILDREN

Governors noted that they would receive the annual report on Improving Outcomes for Looked After Children at the next meeting.

Action: HGS/Headteacher

19. WHOLE SCHOOL PAY POLICY 2015

Governors agreed to adopt the model Whole School Pay Policy 2015 as recommended by the Local Authority. This had been previously agreed by the Finance, Personnel and General Purposes Committee but had been updated in September 2015 to reflect the changes made to the national School Teachers Pay & Conditions arrangements.

20. PAY LEVELS FOR HEADS AND DEPUTIES

Governors noted benchmark data for pay levels of heads and deputies.

Action: Headteacher

21. SCHOOL TERM AND HOLIDAY DATES 2016/2017

Governors noted the school term and holiday dates for 2016/2017.

22. NON CONTACT DATES 2016/2017

Governors formally agreed the 5 non-contact dates for 2016/17.

23. TARGET SETTING

This was discussed at Item 9, Headteachers Report refers.

24. ATTENDANCE TARGETS 2015/2016

This was discussed at Item 9, Headteacher's Report refers. It was noted that the attendance target for St Bede's remained at 98%.

25. CHAIR/CHAIRMAN'S ACTION

The Chair advised that he met regularly with the Headteacher to discuss the progress and impact of his role as Executive Headteacher at Farnham Green Primary School. The Headteacher had also updated him on ongoing recruitment issues at St Bede's and interventions that were being put in place to further assist the achievement of children's progress; this included a teacher being employed for a few hours a week to provide 1:1 support and the running of a Saturday school for 7 weeks this term to provide additional maths tuition. In response to

questioning, Governors were advised that it was not compulsory for children invited to attend.

Governors noted cheques over £5k that had been approved since the last meeting by the Chair of Governors under Chair's action for the 2015/16 financial year.

26. TIME AND DATE OF NEXT MEETING

Governors agreed that the next meeting of the Governing Body would be held on the 3rd March 2016, commencing at 6.30pm.

27. ANY OTHER BUSINESS

Governors agreed to adopt the Child Protection Policy, as recommended by the Local Authority.

Governors asked if the weekly school newsletter could be sent directly to them as well as being uploaded to the school website.

Action: Mrs P Lawlor

28. CONFIDENTIALITY

Governors were reminded that the signed minutes of every meeting of the Governing Body should, as soon as possible, be made available to the school to persons wishing to inspect them. It is for the Governing Body to consider which items, if any, should be treated as confidential and excluded from publication. This may include:

- a) A named teacher or other person employed at, or proposed to be employed at the School;
- b) A named pupil at, or candidate for admission to, the School; or
- c) Any matter which, by reason of its nature, the Governing Body is satisfied should be dealt with on a confidential basis.

The meeting closed at 7.47pm.

Chair

Date