

**MINUTES OF THE MEETING OF THE  
DOWNSSELL PRIMARY SCHOOL GOVERNING BODY  
HELD ON MONDAY 11 JULY 2016  
AT 5 P.M.  
AT THE SCHOOL**

**Present:** Mr Martin Doré - **Chair - Local Authority Governor**

**Parent Governor:**  
Mrs Kristina Barkute-Chakhnashvili

**Co-Opted Governor:**  
Mr Thissa De Silva

**Staff Governor:**  
Mrs Karen Britton

Clerk to the Governors: Julie Cornelius

**Also present:** Ms Jill Augustin, Executive Headteacher  
Ms Claretta Jean, Deputy Headteacher  
Mr Manny Hothi, attending as a prospective Governor  
Mr Deena Chetty, newly appointed Headteacher, with effect from  
September 2016  
Ms Leonie Daly, Head of School  
Ms Marina Kaloki, School Business Manager  
Ms Amali Gunawardana, observer

**1. WELCOME AND APOLOGIES FOR ABSENCE**

1.1 Welcome

All were welcomed to the meeting. The Chair introduced Mr Deena Chetty, newly appointed Headteacher, with effect from September 2016.

1.2 There were no apologies to receive.

1.3 The meeting was quorate – four Governors were present.

1.4 Notice of any other business/confidential items

The Chair said he wished to raise a confidential item; this will be discussed at the end of the meeting.

**2. DECLARATIONS OF INTEREST**

Mrs Karen Britton, Staff Governor, made a Declaration of Interest in that she is the PODS (Parents of Downsell) Treasurer.

### 3. GOVERNING BODY

#### 3.1 Clerk to confirm Governing Body membership – noting current vacancies and to identify members whose term of office will end before the autumn term 2016

- The Clerk confirmed there are no Governors whose term of office will end before the autumn term 2016.
- There is one Co-Opted Governor vacancy and one Parent Governor vacancy.

#### 3.2 The appointment of a Co-Opted Governor

Mr Manny Hothi is in attendance at this meeting as a prospective Co-Opted Governor.

The Governing Body unanimously **agreed** to appoint Mr Hothi as a Co-Opted Governor.

**[Completed Clerk's action: The Clerk has notified Governor Services.]**

#### 3.3 The Chair said he would discuss the Parent Governor vacancy with the newly appointed Headteacher.

**ACTION: To follow up in September 2016**

### 4. MINUTES OF THE GOVERNING BODY MEETING HELD ON 11 MAY 2016

Governors received the minutes of the Governing Body meeting held on 11 May 2016 and **AGREED** these to be a true and accurate record, subject to the following amendments. The Chair signed a copy of the Minutes for retention at the school.

**The spelling of Governors' names should be amended as follows:**

***Kristina Barkute-Chakhnashvili***

***Leonie Daly***

#### 4.1 Matters arising

Unless noted below, all action points were either addressed or will be discussed as an agenda item.

**Minute 4.1 – Minutes of the Governing Body meetings held on 21 March 2016 and 14 April 2016 respectively:**

The Clerk referred to the minutes in which it stated that the signed minutes of the respective meetings were handed to the Clerk.

***Completed Clerk's action: The Clerk to ask Governor Services if they hold the signed copies of the respective minutes.***

### 5. EXECUTIVE HEADTEACHER'S REPORT

Governors received the Headteacher's report in advance of the meeting. The report included the following information: School roll; P.E. and sports funding; Pupil outcomes; Personal Development, Behaviour and Safety; E-Safety Mark; Medical; Attendance & punctuality; Pupil exclusions data; Racial incidents; Complaints; How effective is the provision; Quality of teaching; How effective is leadership and management/school capacity for sustained improvement; Budget; Premises; Health & Safety; Community cohesion.

To accompany the Headteacher's report, Governors received the following documentation:

1. Summer term 2016 data – Pupil Premium compared to non Pupil Premium
2. Assessment Headlines: 2015/2016
3. Autumn end of term 2015 summary data
4. All pupils summary sheet.
5. Outcomes for pupils

Leonie Daly, Head of School, presented to Governors.

- 5.1 E-Safety Mark: The school has successfully obtained the E-Safety Mark, ensuring that the on-line behaviour of pupils and staff is protected.
- 5.2 There are currently 604 pupils on roll at Downsell; mobility continues to be high.
- 5.3 Leonie has spoken to the local Guardian newspaper regarding the school's 'good' Ofsted rating, achieved in April, as well as the E-safety award. Two banners promoting this outcome, have been erected on the fence outside the front of the school and near to the Nursery entrance.
- 5.4 The cost of a school meal, provided by the Local Authority, has increased to £2.16. This price will be fixed until 31 March 2018. Governors are requested to approve this increase being passed to parents; this will ensure the cost of school meals is sustainable.

**Q. What is the cost analysis?**

**A.** The School Business Manager will look at this in terms of cost to the school.

**ACTION: To review the cost of school meals at the next Governing Body meeting.**

- 5.5 Referring to the report on 'Pupil Premium', compared to non 'Pupil Premium', the Chair drew Governors' attention to the data highlighted in green and black (green denoting Pupil Premium performing better than comparisons and black denoting within 10% below comparison). The data is good. The Executive Headteacher said Pupil Premium needs to be reviewed, in respect of interventions; this will form an on-going part of the School Development Plan (SDP).
- 5.6 Assessment headlines
  - Early Years:  
The Local Authority's Lead on Early Years, has visited the school to check against teacher judgements. She has confirmed the judgements for Early Years are accurate.  
The overall picture is good.
  - Phonics:  
Those children who did not pass the Phonics test were children with special educational needs.

- Key Stage 1 (KS1):  
School to school moderation, facilitated by the Local Authority, shows that data is secure. Teacher assessments throughout the year have been consistent with moderation.  
KS1 assessments this year are more difficult and the expectation to reach the expected level is equally difficult. An additional factor is that within one KS1 class, there was a significant turnover of teaching staff.
- Key Stage 2 (KS2) tests:
  - The SATs tests were conducted stringently.
  - KS2 assessments were very difficult; it was not possible to benchmark standards against previous years.
  - The Year 6 data is disappointing. This is below national floor standards and was not anticipated, when making comparisons against teacher assessments.
  - An Action Plan is required. Some SATs papers in reading and GPS have been returned for re-marking.
  - **Q. Are the disappointing results due to Teacher expectations?**  
**A.** The Head of School said all schools anticipated a drop; this is interim data and the results, with remarking, may improve. The Government has raised the expectations for KS2. The Executive Headteacher said there seems to be much tighter checks and balances in place, but teachers now, will have a starting point, from which to make future assessments.
- P.E. and Sports Funding:  
**Q. What are the sports breakfast clubs?**  
**A.** These are clubs being organised, in addition to the existing clubs offered. Sports funding is used to facilitate these clubs; the additional clubs are in response to requests from parents and pupils. These additional clubs will be organised for the autumn term.
- Personal Development, Behaviour and Safety:  
It was noted within the Ofsted report (April 2016) that behaviour of pupils was 'outstanding'. The Chair, commenting on his recent visit to the school with the Executive Headteacher, concurred with this judgement.
- Attendance and Punctuality:
  - The celebration of Eid has affected attendance; this reflects the make-up of the school population. The Head of School said Governors may wish to discuss closing the school during Eid to eliminate the implications on attendance.  
**ACTION: Governors to discuss this further.**
  - A further factor affecting attendance, is parents who take their children out of school during term time.  
**Q. What is the school's policy in relation to this – are these children taken off roll?**  
**A.** For safeguarding reasons, these children cannot be taken off the school roll. Attendance would be discussed with the Educational Welfare Officer (EWO) and this may be referred to the Local Authority to implement a fine. Unfortunately, the school does not hear the outcome of any action taken by the Local Authority.
  - **Agenda item: Attendance**

- Nursery times:
  - The school is proposing to change the Nursery start time to 08.40; the school day starts at 08.50. The benefits of the proposed change are detailed within the Headteacher's report.
  - **Q. Will the change to the start time benefit the school?**  
**A.** Yes, because it would fit in with school timings throughout the day.
  - Based on parental surveys conducted to date, this proposal has been received favourably.
  - Home visits to parents, prior to starting at Nursery, will further clarify this arrangement.
  - **ACTION: Leonie Daly to further update Governors.**
- The school closed on 5 July because of a national NUT strike; 60% of teachers elected to strike. Staff choosing not to strike, were required to attend school as usual.
- Quality of teaching:
  - Peer to peer observations will take place.  
**Q. Is this for all teachers?**  
**A.** Yes.
- Staffing including staff absence:
  - **Q. Does the school have any concerns because of the increase (comparison between summer term 2015 and 2016 refers) in sickness absence?**  
**A.** No, this increase relates to staff undergoing surgery, as well as long term sickness.
  - The Chair commented favourably on the school being fully staffed for the start of the new academic year.
- Leavers:

The Chair said, on behalf of the Governing Body, he wished to extend his thanks for the service of those staff, leaving the school at the end of this term.
- Premises:
  - The old Caretaker's house, which is no longer considered safe, falls within the PFI contract with Kier Management Services. The school currently pays a maintenance fee for the house, which cannot be utilised for any other purpose; the possibilities for alternative use have been extensively reviewed.
  - The PFI rules state that should the school wish to rent out the property, the rental income would be payable to Kier.
  - Having explored all other options, the decision has been made to demolish the house; the existing site will then be covered with tarmac. The demolition date is scheduled for 21 July.
  - **Q. Who will cover the cost of the demolition?**  
**A.** Kier will cover this cost, as well as the cost of laying the tarmac. It is also hoped that the school can recoup some of the maintenance costs.
- Chinese partnership school:

During the week commencing 11 July, Downsell will be hosting a group of children (14 in total) and their teachers, from its Chinese partnership school in Shunde. Downsell staff have raised £2.5K to support this trip.

The Chair thanked the Head of School for the very comprehensive Headteacher's report.

**6. SCHOOL FUND**

An external auditor has audited the School Fund Account. The outcome was positive and the School Fund Account has now been signed off.

**7. SUBSTANTIVE HEADTEACHER**

Mr Deena Chetty, an experienced Headteacher, will take up his appointment as Headteacher at Downsell, with effect from September 2016. Mr Chetty provided Governors with information regarding his background.

Mr Chetty, who lives in Waltham Forest, said he is looking forward to working at Downsell Primary school. He said the children are amazing and the community is fantastic.

The Chair, on behalf of the Governing Body, welcomed Mr Chetty.

**8. REVIEW OF SCHOOL DEVELOPMENT PLAN**

Governors were presented with the 2015/2016 School Development Plan (SDP). The Executive Headteacher apologised that not everyone had seen the SDP.

- The new data is included.
- Text printed in blue outlines the end of year summary.
- Text printed in red indicates items scheduled for review.
- **ACTION: Governors to review the SDP and to refer any comments to the Headteacher.**
- **Q. Is the SDP the main document in which the Headteacher will set the school objectives?**  
**A.** Yes. Governors will be involved in this process. This is about establishing priorities.
- The Chair referred to Link Governor roles and how Link Governor school visits are supportive.
- **ACTION: The Chair will e-mail the SDP to all Governors.**  
**ACTION: Governors to e-mail the Chair with their thoughts on appointing to Link Governor positions and organising for Governors to visit the school to look at school priorities.**
- The Executive Headteacher said the SDP was reviewed with the senior leadership team and has been discussed with Governors at previous meetings.

**9. AGREEMENT OF SERVICE LEVEL AGREEMENT WITH GOVERNOR SERVICES**

Governors agreed to proceed with the Gold Service Level Agreement for the new academic year.

**Completed Clerk's Action: To request Governor Services to confirm to the SBM, the cost of the Gold SLA.**

**ACTION: The SBM to e-mail Governors with the confirmed cost.**

## 10. BUDGET MONITORING INCLUDING QTR. 1

Governors were presented with the following documentation:

1. Budget monitor to month 3
2. 2016-17 SEN Budget Plan

The School Business Manager (SBM) noted the following.

- 2016-2017 SEN Budget Plan:
  - The school is required to demonstrate effective spending of the SEN budget. The Local Authority populates the categories of expenditure shown within the report.
  - Expenditure is slightly more than income because of the number of children with special educational needs. There is an £18K+ overspend which must be reimbursed from elsewhere.
- Budget monitor to month 3:
  - The SBM referred to the budget variance of £3,322. The Local Authority may retain some funding in-house; the Local Authority has previously been inconsistent in confirming whether this money should be included or not included in the budget. The ratified budget did not include the de-delegated items; this is why the quarterly variance is shown in red.
- CFR Code IO3 – High Needs Top Up Funding:
  - There is a variation because of additional funding received for high needs.
  - **Q. Is the deficit because of the changing needs of students?**
    - A.** Yes. Sometimes the funding will not appear until later in the year, as children's needs are identified and confirmed.
  - The Executive Headteacher said, in respect of funding, the Inclusion Manager has raised a complaint with the Local Authority's SEN team and a meeting is scheduled tomorrow to further discuss.
- CFR Code IO8 – All other income:

Universal Free School Meals (UFSM) money has now been received; this will be reflected in this column.
- Expenditure:
  - CFR Codes E01 to E07: This is at 25% expenditure which is on track for month 3 budget monitoring.
  - E08 to E11 (Indirect pay costs): This is at 9% of expenditure. On-going costs are anticipated and this will rebalance throughout the year.
  - E12 to E18 (Premises): This is on track at 24% expenditure.
  - E19 (Learning Resources not ICT): This is at 19% expenditure. As the end of the academic year approaches, minimal expenditure against this budget heading will arise.
  - E27, E28 (bought in professional services): Service Level Agreements (SLAs) are at 53% expenditure. This includes the Educational Welfare Officer, the Educational Psychologist, Governor Services, Payroll etc. Invariably, once an SLA is signed, the invoice will follow quickly. Expenditure is within expected levels.
  - **ACTION: The SBM to provide Governors with a list of current SLAs and the dates on which these expire.**
- 20K is set aside as contingency. Contingency may be used, for example, when staff decide to join the Local Authority pension scheme. This would impact on the budget.

- **Q. Would it be of financial benefit not to employ supply staff?**  
**A.** This expenditure is balanced out because of on-costs for permanent staff. The current teaching staff are generally at the top of their scale; this enhances salary expenditure
- **Q. Is there a danger that more staff will join the pension scheme and there will be insufficient funding to accommodate this?**  
**A.** The SBM said trends have been reviewed and considered.
- Capital:
  - £10,476 is the capital income expected. Capital income has not been received for the first quarter.
  - A capital spending plan is in place. This information was previously presented to Governors and relates to expenditure on ICT and a canopy. Capital expenditure is expected to be completed in quarters 2 and 3.
  - **Q. When is the capital income expected?**  
**A.** The school expects to receive this very soon.
- The Chair thanked the SBM for her clarity and for the information presented to Governors; this was very much appreciated.

**Agenda items 11. (Staffing Update), 12. (Pupil roll) and 13. (Attendance) were included in the Headteacher's report.**

**14. DATA**

**Deferred Agenda item: Data**

**15. GOVERNING BODY COMMITTEES AND MEMBERSHIP**

The Governing Body **agreed** that currently, there was no need for committees to be formed. Meetings will comprise Governing Body meetings only.

**16. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

16.1 Governors **agreed** that 5 p.m. was a good start time for meetings.

16.2 **ACTION: The SBM to e-mail the Chair with suggested meeting dates that correspond with requirements/deadlines relating to finance.**

16.3 Agenda items for the next Governing Body meeting.

1. Attendance
2. Data

**17. ANY OTHER BUSINESS**

17.1 This item is noted under confidential items.

Mrs Karen Britton and Amali Gunawardana left the meeting at 6.45 p.m.

[Mrs Karen Britton and Amali Gunawardana returned to the meeting at 6.55 p.m.]

17.2 The Chair wished to express his thanks to Claretta Jean for taking on the role of Acting Deputy Headteacher and to Leonie Daly for her role as Acting Headteacher.

The Chair also wished to thank Mary Wilson for her attendance at Governing Body meetings. Mary's expertise with data is significant and was very much appreciated.



**ACTION: The Executive Headteacher will convey these sentiments to Mary Wilson.**

The Chair also wished to extend his thanks to Jill Augustin and to her colleagues, who have performed a brilliant job.

17.3 Mrs Kristina Barkute-Chakhnashvili confirmed she had attended the following training.

- *Governor induction part 1 and 2*
- *The Equality Act 2010*
- *Safeguarding children in school*
- *Fischer Family Trust Aspire Briefing for School Governors*

The meeting ended at 7 p.m.

Chair: ..... (print)

..... (sign)

Date: .....