

**MINUTES OF THE MEETING OF THE
DOWNSSELL PRIMARY SCHOOL GOVERNING BODY
HELD ON MONDAY 27 MARCH 2017
AT 5PM
AT THE SCHOOL**

Present: Mr Martin Doré (Chair) Local Authority Governor

Co-opted Governor
Mr Mandeep Hothi

Headteacher
Mr Deena Chetty

Deputy Headteacher (Non-voting)
Ms Claretta Jean

Parent Governor
Mr Robert Morini

Staff Governor
Mrs Karen Britton

Clerk to the Governors: Ella Coulson

Also present: Marina Kaloki, School Business Manager

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
5.5	Mr Martin Doré to speak to Governor services to find out what training they can offer for the afternoon session.	Martin Doré	ASAP
5.6	Governors agreed to establish a finance subcommittee to meet regularly. The first meeting is to be held on Monday 24 April at 5PM. The membership is Marina Kaloki, Deena Chetty, Thissa de Silva, Robert Morini, Martin Doré and Mandeep Hothi.	Governors	ASAP
6.2	Mr Deena Chetty to upload the School Improvement Plan onto the schools website.	Deena Chetty	ASAP
7.1	The draft School 2017/2018 budget to be brought forward as an agenda item for the Finance Committee on the 24 April 2017.	Governors/Governor Services	Finance Cttee

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The clerk welcomed all those present to the meeting.
- 1.2 Apologies for absence were received and accepted from Mr Thissa De Silva and Ms Leonie Daly.
- 1.3 It was noted that Mrs Joanne Caesar had resigned from her position of governor.
- 1.4 The Clerk confirmed that the meeting was quorate with 5 governors present.
- 1.5 It was noted that there was one confidential item to be discussed at the end of the meeting.

2. DECLARATIONS OF INTEREST

- 2.1 Mrs Karen Britton declared that she is in post as the Treasurer of Parents of Downsell School.

3. GOVERNING BODY

3.1 Governing Body Membership

The clerk confirmed that there is 1 parent governor vacancy.

3.2 Associated Governors

Mr Martin Doré confirmed that should the governing body wish to increase capacity it may appoint as many associate governors as it wishes. Associated governors do not count towards the quorum but are full members in every other respect and can hold, for example, positioners as link governors.

4. MINUTES

- 4.1 Governors received the minutes of the governing body meeting held on 6 February 2017 and agreed these to be an accurate record of the meeting. Mr Martin Doré signed a copy of the minutes and these were retained by the school.

4.2 Matters arising:

- 4.3 Minute 9.1 – Subject: Phonics and KS2 update. The phonics prediction is estimated at 90% which is on track. Downsell are carrying out phonics assessments and are expected to achieve 80-85%. Downsell have taken on new children in year 1 and a large number of children who speak no English which is having a significant impact.

- 4.4 Downsell is part of the primary challenge which is coordinated by Davies Lane. Davies Lane has given head teachers the opportunity work with Leaders to further develop schools. Sir Robbin Boshier spent half a day at Downsell and will be coming back to the school after the Easter Holidays to support with the SEF and school improvement planning.

- 4.5 Q: Do the year 6 team feel under pressure?

A: Yes they do.

- 4.6 Q: Are there other schools that have similar type of challenges?

A: Yes. The last years SATs paper took the country by complete surprise and was a national trend, the new curriculum was introduced and has since shifted the game and expectations. When the children in year 6 came up from year 5 the data was quite high. During the summer term the school will be looking at the data to make sure the children are where they should be. This year we have introduced more robust monitoring which includes comparing our books with other schools.

5. LOCAL AUTHORITY REVIEW

- 5.1 The review took place on the 23rd February and a copy of the review was sent out to governors. The review looked at Governance and Leadership.
- 5.2 Mr Martin Doré was clear that the new governing body did not currently have the most sophisticated understanding of the key performance data for the school to effectively hold leaders to account. Governors noted their commitment to engaging in a robust training programme enabling governors to fulfil their role effectively. Mr Doré was pleased with the changes that have been instigated by the new head teacher and noted that he felt these were having a rapid and positive impact on the children, parents and staff.
- 5.3 Ogugua Okolo-Angus will be attending the first hour of the next governing body meeting to enhance the effectiveness of governance.
- 5.4 All governors have been invited to attend the staff training day on safeguarding on the 8 April from 09:00AM – 12:00. Every volunteer and new employees need to have safeguarding training. The school are looking to raise the profile on child protection.
- 5.5 Action: Mr Martin Dore to speak to Governor services to find out what training they can offer for the afternoon session.**
- 5.6 **AGREED:** Governors agreed to establish a finance subcommittee to meet regularly. The first meeting is to be held on Monday 24 April at 5PM. The membership is Marina Kaloki, Deena Chetty, Thissa de Silva, Robert Morini, Martin Doré and Mandeep Hothi.
- 5.7 When the school was last reviewed, it was recognised that the school needed to put things in place. Downsell are still classed as being amber due to last year's data.
- 5.8 The review team spoke to various individuals, looked at the SEF, looked at the SDP, spoke to the inclusion leader and spoke to the writing and reading leader. They recognised that Downsell are developing a team of middle leaders.
- 5.9 By the summer term the school will share with the governors why Downsell is a good school.
- 5.10 Q: Are there systems that need to be developed?
A: The school are sustaining and building on good practices in place. Lesson observations were carried out in the autumn term and follow up observations were carried out for those teachers who scored a 3. Most of those teachers have moved to the good category. Teachers supported each other through peer observations in the spring term and the feedback has since been amazing. 3 teachers are looking at Assessment information and rag rating the teachers on assessments and those who are using the pupil tracker well. The school will be spending more time in the summer term to focus on ensuring that the teaching and learning is more robust.
- 5.11 The personal development, behaviour and welfare of pupils at the school are rated good in the SEF.
- 5.12 Q: Has the behaviour ladder improved the behaviour in school?
A: The behaviour ladder is very visual; the children understand it so they know the consequence. 95% of the time it is the same children who get to a red and therefore go and see the head teacher. Children recognise that they are responsible for their behaviours. There have been conversations with the midday assistants around improving the behaviour in the playground, the midday assistants are being micro

managed and systems are being developed in the build up to September. All midday assistants have books now where they record every interaction with a child.

- 5.13 There are now zones for the playground equipment. They now have a quiet area, games area, free play area and a football pitch. Each zone is on a rota and the zones have seen a decrease in lunchtime incidents.
- 5.14 The early year's foundation stage is rated as good. They are writing and learning phonics in nursery.
- 5.15 96% of parents would recommend Downsell to another parent.

6. SCHOOL IMPROVEMENT PLAN

- 6.1 Q: How can Downsell show the parents the school is making progress?
A: The action plan can be shared and will be put on the website. Downsell is a good school with outstanding behaviour. Mrs Karen Britton is always meeting with parents and sharing training. The school keeps parents up to date.

6.2 Action: Mr Deena Chetty to upload the School Improvement Plan onto the schools website.

7. DRAFT SCHOOL 2017/2018 BUDGET

- 7.1 **Action: The draft School 2017/2018 budget to be brought forward as an agenda item for the Finance Committee on the 24 April 2017.**
- 7.2 The budget has not yet been finalised. 80% of the budget is spent on staffing.
- 7.3 The budget will include the governor's contribution for the Private Finance Initiative contract.
- 7.4 Mr Martin Doré has responded to the DfE consultation on the funding formula. He argued for a higher proportion for pupil premium and EAL. The Government have not yet finalised the plan.

8. SCHOOLS FINANCIAL VALUE STANDARD (SFVS)

- 8.1 **AGREED:** The Schools Financial Value Standard was shown in draft and the governors agreed the final version. It has been signed and sent off to the local authority.

9. CHAIRS ACTION

- 9.1 Mr Martin Doré attended the chairs of governors meeting at the town hall on the 27 February which focused on the proposed learning partnership. It is hoped that schools will join together on a range of activities both financial and educational. The role of the local authority in financial terms will be further diminished because of the phasing out of the Education Support Grant, the abolition of the schools forum and the introduction of the National Funding Formula which will allocate funds directly to schools. The local authority will still offer some services and these will be illustrated at a series of workshops starting after Easter.

10. LINK GOVERNOR REPORTS

- 10.1 **AGREED:** The Link Governors were agreed as the following:
- Safeguarding – Mr Mandeep Hothi
 - Pupil/Sports Premium – Mr Robert Morini
 - Curriculum (Including teaching and learning) – Mr Thissa De Silva

- Behaviour, attendance and exclusion – Mr Martin Doré
- Finance and HR – Mr Deena Chetty, Mr Martin Doré, Mr Thissa De Silva.
- Parent and Staff voice – Mrs Karen Britton

11. SKILLS AUDITS

11.1 All governors have completed and returned the skills analysis to governor services.

12. GOVERNORS TRAINING

12.1 Governors were informed of the training day being held on the 18 April 2017.

13. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

13.1 Date of next meeting

Monday 8 May 2017

13.2 Agenda items:

Link governor reports – Thissa De Silva to present the Math’s Link Governor Report.
Academisation – To discuss the pros/cons

The meeting closed at 19:30PM.

Chair: (print)

..... (sign)

Date:

Chair’s Initials:
