

**MINUTES OF THE MEETING OF THE
DOWSELL SCHOOL GOVERNING BODY
HELD ON MONDAY 9 OCTOBER 2017
AT 5PM
AT THE SCHOOL**

Present: Mr Martin Doré (Chair) Local Authority Governor

Co-opted Governor

Mr Dave Leaker

Headteacher

Mr Deena Chetty

Parent Governor

Mr Robert Morini

Staff Governor

Mrs Karen Britton

Clerk to the Governors: Miss Ella Coulson

Also, present: Ms Maria Regan, Assistant Headteacher

Ms Claretta Jean, Deputy Headteacher

Ms Marina Kaloki, Observer

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1	Two new parents to become parent governors and Mr Morini to become a co-opted governor.	GS	5 days
3.2	Downsell Primary School to hold a staff governor election.	DC/GS	ASAP
8.5	Governors to read through the school improvement plan before the next Governing Body meeting.	Governors	Next GB
9.1.13	Governors agreed to move £2,355 to E03. Governors agreed to move £8,000 to E08. Governors agreed to move £20,000 to E19. Governors agreed to move £10,000 to E27.	MK	ASAP
9.2.1	Governors agreed, ratified and formally adopted the policy.	GS	5 days
9.3.4	Governors agreed to go with the formal statement for leading practitioners and	GS	5 days

Chair's Initials:

	agreed to adopt the pay policy.		
	Date of next meeting: Monday 13 November	All /GS	Immediate

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The clerk welcomed all those present to the meeting.
- 1.2 The Clerk confirmed that the meeting was quorate with 4 governors present.
- 1.3 there was no notice of Any Other Business or Confidential items.

2. DECLARATIONS OF INTEREST

- 2.1 There were no declarations made pertaining to any of the agenda items for this meeting.

3. GOVERNING BODY

- 3.1 Two parents expressed an interest in becoming Parent Governors. Mr Doré met with them both last week. They were both incredibly committed to Downsell Primary School and willing to participate. Mr Doré contacted Donna Miller at Governor Services to ask about the various options. Donna Miller confirmed that the parent governors could be increased to 3 or a parent could become a co-opted governor instead.

AGREED Two new parents to become parent governors and Mr Morini to become a co-opted governor.

- 3.2 Mr Doré confirmed that he has received a resignation letter from Mrs Britton due to work commitments. Mr Doré expressed his thanks towards Mrs Britton and how much the governing body will miss her input.

Action: Downsell Primary School to hold a staff governor election.

- 3.2 The clerk confirmed that there was currently 1 co-opted vacancy and 1 parent governor vacancy and that no governors would come to their end of term within the next 6 months.

3.3 To consider disqualification due to non-attendance

The clerk advised that no governors were eligible for disqualification due to non-attendance.

4. MINUTES

- 4.1 Governors received the minutes of the governing body meeting held on 17 July 2017 and agreed these to be an accurate record of the meeting. Mr Doré signed a copy of the minutes and these were retained by the school for filing.

5. GOVERNING BODY CODE OF CONDUCT

- 5.1 Mr Doré confirmed that the governors body code of conduct has been completed and has been published onto the school’s website.

6. CHAIR’S ACTION

- 6.1 Mr Doré confirmed that he met with the two parent governor candidates and had a productive conversation. They will be an asset to the governing body.
- 6.2 Mr Doré still meets with Mr Chetty every Friday morning. It has proven to be extremely productive and helpful.

8. SCHOOL IMPROVEMENT PLAN

Chair’s Initials:

- 8.1 The target for the school improvement plan is for governors to challenge Downsell primary School to raise standards.
- 8.2 The school has begun to consult with parents for the priorities to be agreed and the school improvement plan to be in place after half term.
- 8.3 The data overview indicates the trends over time as well as the upward trajectory. Year 1 phonics is above national average and demonstrated an upward trajectory. The KS1 overview shows 2-3 years of upward trajectory. The school has invested a lot of time into reading for KS2.
- 8.4 The pupil progress meetings will take place within the first week after half term.
- 8.5 The targets have been set with both Year 2 and Year 6 teams. Reading is 82%, Writing is 81% and maths is 87%. The greater depth percentages have increased projection wise.

Q: Where does the school capture the area of concern on the form?

A: The whole strand will be highlighted in red or yellow for governors to be aware straight away.

Action: Governors to read through the school improvement plan before the next Governing Body meeting.

- 8.6 Mr Chetty confirmed that the expectations from the nursery have shifted significantly. There are children who are at age related who are shining and are moving forward. By spring term more children at the upper levels and those below will have the teacher teaching them to move.

Q: Have staff had training on how to use the pupil tracker?

A: Yes, it was taught on the inset day in September. Pupil progress will be held the first week back after half term. The school want teachers to come up with what questions will they be asked. If they don't know how to do that, the person who is doing the more able is overseeing the assessments. Mr Chetty has asked staff if they need any more support.

Q: Are most staff comfortable with it?

A: Yes, it's a working document and the more you use it online and get familiar with it the more confident you will become.

- 8.7 Mr Chetty is waiting for feedback from the inspectors which could potentially add to the improvement plan.
- 8.8 Mr Doré thanked all the staff for their involvement in the school improvement plan.

9. SCHOOL'S ITEMS

9.1 BUDGET MONITORING REPORT

- 9.1.1 At month 6 the school is at 50% spend and has received 50% income from the Local Authority. Downsell Primary School are expecting to have received the other 50% by the end of the year.
- 9.1.2 The high needs top up funding is at 50% however the school has received children with additional special needs and children with Educational Health Care Plans. The

school is expecting to receive more children in the second and third quarter. The Educational Health Care Plans have not yet been confirmed.

- 9.1.3 The Pupil premium allocation is 1,220. Downsell Primary School is not expecting to receive the amount expected, therefore the school will incur a deficit of £21,365.
- 9.1.4 The teachers' pay cost is at 45% and persons pay has been factored in. If that continues up until the end of the year the school will have £81,823 over and above what the school expected to spend.
- 9.1.5 The Education support staff is at 50% and there will be a slight overspend of £2,103. During the year the school have had quite a few support staff come in and cover teachers. There is a light difference of £2,355.
- 9.1.6 The non-teachers' pay is at 40%. The school have had some resignations from midday assistants and there is a member of staff who is on long term sick.
- 9.1.7 Downsell Primary School have exceeded their training spend. 50% was anticipated. The school will have additional training for the new assistant head and year group leaders therefore by the end of the year an additional £8,000 will need to be in that area to cover the training requirements. Downsell Primary School is encouraging staff to take ownership of their personal CPD goals.
- 9.1.8 Governors pay for the PFI contract and all other aspects of energies. What the school has put in is what they expect to put out which includes business rates.
- 9.1.9 The school has spent 83% of learning resources and they need to buy additional books and materials for science which will total to £20,000. Science is a subject where children can be really inspired.
- 9.1.10 At the end of quarter 2 the school have spent 22% on school meals, swimming and transport costs. A lot of companies delay their invoices which is an ongoing problem.
- 9.1.11 Downsell Primary School aim to cover as much sickness in house as possible, they have spent 5% on agency staff.
- 9.1.12 442% has been spent on professional services which includes HR, ICT and Payroll. The school expect to have an extra £10,000 to spend on counsellors who will attend the school to work with the staff and students.
- 9.1.13 Mrs Kaloki requested governors to transfer budget amounts from E01.
AGREED Governors agreed to move £2,355 to E03.
AGREED Governors agreed to move £8,000 to E08.
AGREED Governors agreed to move £20,000 to E19.
AGREED Governors agreed to move £10,000 to E27.

9.2 WHISTLEBLOWING POLICY

- 9.2.1 The whistleblowing policy is from the Local Authority. No changes have been made apart from the telephone numbers.

AGREED Governors agreed, ratified and formally adopted the policy.

9.3 PAY POLICY

- 9.3.1 The pay policy is based on the standard Local Authority model which regarded to both support staff and teaching staff having pay increases at various times of the year. Support staff have them nationwide in April and teaching staff have their considerations in September. The changes will be to teaching staff. The pay for the teaching staff needs to be increased by 2% and Mrs Kaloki confirmed that this was taken into consideration when the budget was made so it was expected.

- 9.3.2 The policy does not indicate the pay scales, but it does indicate the minimum and maximum. The school needs to clearly show and outline what group the school is because the Headteachers pay is dependent on the school group which is based on pupil numbers. Downsell is a group 4 school therefore the pay ranges between £53,770 and £76,968.
- 9.3.3 Downsell Primary School does not have a deputy head however the policy must indicate the pay in which the deputy head would fall under. L14 to L17 has been specified in the policy.
- 9.3.4 Downsell Primary School does not employ Leading Practitioners.
AGREED Governors agreed to go with the formal statement for leading practitioners and agreed to adopt the pay policy.
- 9.3.5 Downsell Primary School occasionally use support staff to cover teachers and therefore the school need to pay them for that difference. The school have had a conversation with HR to see what they could pay support staff instead of supply staff. HR advised the school to pay the difference between the TA and HLTA which is a £4.99 hourly rate difference. The staff are appreciative for the extra money they receive. This has been indicated on the pay policy.

18:31PM Mrs Kaloki left the Governing Body Meeting.

10. COMMITTEE TERMS OF REFERENCE

- 10.1 Mr Doré confirmed that no changes have been made.

11. PUBLICATION OF GOVERNOR INFORMATION

- 11.1 Mr Doré stated that the code of conduct, governance framework, news items and minutes have been placed on the website. Downsell Primary School have been working hard to expand the governor section on the website.

14. HEADTEACHERS REPORT

- 14.1 The number of pupils on roll is 597. Reception have 6 spaces but the nursery is full and they have recently starting a waiting list. There are 2 spaces available in Year 4.
- 14.2 All teaching staff will have targets set before the school breaks up in October.
- 14.3 The vision and aims for the School Improvement Plan will be complete by November.
- 14.4 Downsell Primary School need to educate the children on racial and homophobic behaviour.
- 14.5 There have been 4 exclusions so far, 3 of which were for physical abuse towards other children and 1 for physical abuse towards a member of staff.

Q: Is this on the increase?

A: It is repeated behaviour from the same child. The child has been referred to the counselling service. The behaviour ladder works well.

Q: Are members of staff concerned?

A: No comments have come to Mr Chetty, all the staff are aware and frustrated. Excluding them is not the solution.

- 14.6 There are 15 children with Educational Health Care Plans and there could be an additional 4. 19 children warrant one to one's. The speech and language therapist is in every Tuesday. The Educational Psychologists visits have reduced from 18 to 15.

Q: Can the school buy into more visits?

A: Yes, some of the children have a lot of high end needs which needs to be put into everyday practice.

- 14.7 The celebration assemblies have changed and the children now face the parents so the parents can see their children. The school will be opening the assemblies to all parents.
- 14.8 The breakfast club continues to be a massive hit and the numbers are increasing.
- 14.9 Clubs continue to be massive. The school has increased the number of clubs by 3 per term. The reading, SPAG and Maths boosters are up and running for year 6. Mr Doré congratulated the school on the variety of clubs. Parents are charged £10 per team which is an average of 80p per club.
- 14.10 The lesson observations have just started and once they have finished in November a grid can be presented to governors which will be an indication of the quality of teaching.
- 14.11 Mrs Regan has passed as a SLE. Mr Doré congratulated all the staff who passed.
- 14.12 The inspire maths is up and running and the school is monitoring maths this term to see the progress. The baseline tracker for assessment will be the point for the progress meetings. The school is looking for the progress measures as well as the NFER. 17 children are underperforming in Year 1 which is significant.
- 14.13 Downsell Primary School has bought the reading books for Year's 1-6. The plan after half term is to send reading books home every day and for parents to record that they have read with the child. Before they take the books home the children will be assessed to see what their reading age is and according to their assessment they will receive a book which is right for them. Teachers will go on training to learn how to assess the children.
- 14.14 The pupil premium strategy statement is in the recommended format from the DofE. The school must state what the barriers are for children making progress and to consider internal and external barriers. The key areas identified are tailored to meet the needs of the children. The desired outcome is to close the gap and ensure the attainment is in line with the national standards.

Q: Are the support staff aware of the pupil premium children?

A: Some will be however all need to be aware.

- 14.15 Downsell Primary School held the elections for the PTA and a new chair, new vice chair and new treasurer is in place.

15. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

- 15.1 Date of next meeting
Monday 13 November 2017

15.2 Agenda items:

- Feedback on Skills analysis
- School Improvement Plan (Standing Item)
- February 2018 Agenda – School Improvement Plan (Examine the milestones achieved in the school improvement plan.
- March 2018 Agenda – Statement of Internal Control
- School Financial regulations
- Scheme of Delegation
- H&S Annual Report
- Educational Visits
- Link Governors
- Attendance Report and Actions
- Pupil Progress Meetings Feedback

The meeting closed at 19:45

Chair: (print)

..... (sign)

Date:

Chair's Initials:
