

**MINUTES OF THE MEETING OF THE
DOWNSSELL SCHOOL GOVERNING BODY
HELD ON MONDAY 5 FEBRUARY
AT 5PM, AT THE SCHOOL**

Present: Mr Martin Doré (Chair) Local Authority Governor

Co-opted Governors

Mr Dave Leaker
Mr Robert Morini

Headteacher

Mr Deena Chetty

Parent Governors

Ms Kirsty Sultanti-Jones
Ms Sumy Choudhury

Staff Governor

Ms Maryam Osman

Clerk to the Governors: Ella Coulson

Also, present: Mrs Jan Hawkins, Inclusion Lead
Ms Maria Regan, Assistant Headteacher
Claretta Jean, Assistant Headteacher

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
8	Mr Martin Doré to send governors the draft statement. Governors to agree before it is published on the school's website.	Governor	ASAP
9.27	Downsell to benchmark the data for governors against neighbouring schools and nationally.	Governors	Next GB
10.9	AGREED Governors approved the updated Educational Visits list.		
10.14	Maths Link Governor to attend Downsell to see Inspire Maths in action.	Governor	Next GB
11.2	Mr Dave Leaker to forward the presentation about GDPR to governors.	Governor	ASAP
11.2	AGREED Governors agreed to buy into the Local Authority service.		
12.5	AGREED Governors agreed to adopt the new structure.		

Chair's Initials:

14.6	AGREED Governors agreed to go with UK healthcare.		
16.1.5	Eve McLoughlin to attend the next GB to speak to governors about the proposal.	Governor Services	Next GB
16.2.3	AGREED Governors agreed. The teaching assistant always meets the appraisals targets and is a valuable asset for Downsell.		

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 with all governors present.
- 1.3 There was notice of Any Other Business and a Confidential item.

2. DECLARATIONS OF INTEREST

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

3. GOVERNING BODY

- 3.2 Clerk to confirm Governing Body membership
The clerk confirmed that there were currently no vacancies and that no governors would come to their end of term this year.
- 3.3 To consider disqualification due to non-attendance
The clerk advised that no governors were eligible for disqualification due to non-attendance.
- 3.4 The Clerk confirmed that DBS checks have been completed by all governors and details are held on file by Governor Services

4. MINUTES

- 4.1 Governors received the minutes of the governing body meeting held on 13 November 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:

Minute 15.3 – Subject: ICT Suite - Everything has been removed from the ICT suite. Kier has been instructed to remove the table and chairs and the air conditioning has been turned off. The room is no longer being used as an ICT suite but is being used as a phonics classroom and meeting room. Once the room is a shell it will be partitioned and will tie in with the plans for under 3’s.

Q: Is there any indication when Kier will complete the works?

A: They have given the school a list of things to go through. It will be used for parent classes as well. Downsell are encouraging parents to come in the building for tea and coffee in the mornings rather than standing by the gates. Jan Hawkins can then go in and talk to them about how the school support children with inclusion.

Q: What lessons does the school offer for parents?

A: Maths, first aid and ICT skills.

Chair’s Initials:

Q: Is it widely publicised?

A: Yes, it is oversubscribed and some parents are on a waiting list.

5. CHAIR'S ACTION

- 5.1 Mr Martin Doré has signed off redundant printers. He attended a presentation with the SLT on the staff's healthcare proposals and has regular Friday meetings with Mr Deena Chetty.
- 5.2 Mr Martin Doré attended the Governors briefing with Mr Dave Leaker on the GDPR. He met with Tania Nightingale alongside Mr Dave Leaker regarding the headteacher appraisal.

6. LINK GOVERNOR REPORTS

- 6.1 Governors received a report from the Safeguarding Link Governor, Mr Dave Leaker.
- 6.2 The link governor came into the school on the 26 September 2017. He was given examples of safeguarding issues and shown how things are dealt with at Downsell. There is an escalation process for both internally and externally.
- 6.3 It was clear that Mrs Jan Hawkins has a lot of support from the school.
- 6.4 Mr Dave Leaker has registered for the Andrew Hall updates which he receives bulletins for weekly.
- 6.5 Link governors were agreed:
 - Safeguarding: Mr Dave Leaker
 - Sports, pupil premium: Mr Robert Morini
 - SEND: Mr Martin Doré
 - Behaviour and attendance: Ms Kirsty Sultani-Jones
 - Parent and staff voice: Ms Maryam Osman
 - Curriculum (Maths and Reading): Ms Sumy Choudhury

7. GOVERNORS' TRAINING

- 7.1 Mr Dave Leaker will be attending the governor's induction training in March.
- 7.2 Mr Dave Leaker and Mr Martin Doré attended the GDPR training.

8. ANNUAL GOVERNANCE EFFECTIVENESS REPORT

Action: Mr Martin Doré to send governors the draft statement. Governors to agree before it is published on the school's website.

Mrs Jan Hawkins joined the meeting at 17:30PM.

9. SPECIAL EDUCATION NEEDS PRESENTATION

- 9.1 If a child needs anything different from the rest of the cohort then they are likely to need some sort of intervention.
- 9.2 The half termly pupil progress meetings inform teachers if a child has a specific need.
- 9.3 The school is on a border of a borough so it makes it harder by dealing with neighbouring boroughs. Children live in other boroughs but attend school in Waltham forest.
- 9.4 Every term an individual provision map is made for the child to see if the child has made progress or not. This is discussed with the child and the parents.
- 9.5 Mrs Jan Hawkins will ask the parents questions such as: "Does your child have a lack of understanding in your first language?". If they have then it would be a worry

and if the child is understanding in the first language but not understanding in English it is EAL.

- 9.6 A copy of the provision map was shown to governors. The assorted colours indicate the different term. A new teacher can then see the previous targets from the previous year.

Q: Who would fill in the met section?

A: The teachers.

- 9.7 The whole class provision map shows the interventions the year group are implementing. The teacher lists them alongside the name of the child, for both 1:1 or small groups. The map explains how the interventions will be carried out and when. Mrs Jan Hawkins is then able to complete the costs.

- 9.8 The school has endured increasing difficulties over the last year. Teachers are all given recording sheets and must record the baseline assessments.

- 9.9 The word reading test will give the word reading age. Rapid reading goes from start to finish which is an intervention.

- 9.10 The speech and language groups have a sheet from the NHS speech and language department which states what each child should be doing at each age. The 10-week intervention will assess if the child has gone up in months.

- 9.11 Mrs Jan Hawkins takes a SPAG group on a Monday and Wednesday morning before school. Some children have got over 100 in their test and have therefore left the class.

Q: What is toe by toe?

A: It is a test some children undergo to be able to focus. It goes back to basics. Only that child can have that book and it should be done 1:1 with the teaching assistants. There is a high number of EHCP children in the school and children need access to the basic provision to be able to get the skills to be able to access what the teachers advise.

- 9.12 The teacher is responsible for the child making appropriate progress. The teachers come to Mrs Jan Hawkins if a child is not progressing. Jan will ask the teacher what has been done and what is the plan to get the child to quality first teaching.

Q: If a child has a EHCP, is their level of high need agreed with the funding?

A: Yes, however as of march there will no longer be statements. All the ones at the school have been transferred. The year 6 ones take longer as they are being completed for transition and the school has to consult with the year 7's.

Q: How does that compare with other schools?

A: The school has higher EHCP children to other schools. It took Downsell 50 weeks with Newham to get a child's EHC plan. The funding has been agreed as from January. The school put in for the highest amount they could have and they agreed it.

- 9.13 Mrs Jan Hawkins and Ms Marina Kaloki visited a child with high end needs. When they got to their address they found out the family had moved. The nursery had not told the school they applied for an EHCP. Downsell received an email from Waltham forest asking for advice. The family had moved to Newham so it was transferred to them. Newham did not agree it. Downsell called the parents and later found out that they had moved to Redbridge. Mrs Jan Hawkins contacted Newham so they could transfer it to Redbridge. The school has been supporting the child since September which is then an implication to the school.
- 9.14 The school buys into the educational psychologist, speech and language therapist, child and family consultation service, FAP and BACME.
- 9.15 Support staff have weekly meetings each week where year leaders discuss problems within the year group. SEND is discussed at the SIT and SLT meetings.
- 9.16 7 referrals have been sent to the education physiologist.
- 9.17 The school has applied for top up funding for a nursery child. They pulled the funding in January. The school used to get 3 free visits a year for nursery children with top up funding.
- 9.18 The speech and language team have screened all nursery and reception pupils. They will give a professional judgement on whether the children need a full assessment or not. There are 59 children currently on the caseload and this could increase.
- 9.19 The school made 1 referral to the FAP. The child has been to the nurture group and will return to the nurture group at Hawkswood. The child is there 3 days a week and reintegrates 2 days a week at Downsell.
- 9.20 2 referrals have been made to the BACME service. The interim personalised behaviour plans are being put in place in the interim.
- 9.21 2 referrals have been made to CAMHS. The team are not taking any more referrals in the next 6 months unless the child is in threat of their own life, that of others.
- 9.22 15 children go to the in-school counselling. They have capacity to take 12. The school receive minimal feedback from that but if there is a safeguarding issue they will see Mrs Jan Hawkins. 2 girls lost their mum before Christmas and 2 more children are having counselling as they have a parent who is terminally ill. The network is in place and the sessions are invaluable.
- 9.23 There are 19 EHCP's in place. Newham have asked for 'advice' for 1 child, Waltham Forest have asked for advice for 2 children and 1 for Redbridge has been successful.
- 9.24 Following the last census 26.5% of the children at Downsell are on the SEND register. This has increased by 3.6%.
- 9.25 As part of the SENCO practice, an audit of pupil's medical plans was carried out. They are up to date and have been sent out to teachers.
- 9.26 There are 2 defibrillators' in school, one outside the staff room and one by the lift upstairs. They are checked on a weekly basis.

Q: How do you keep a grip on both strands of external and internal?

A: Mainly through pupil progress meetings. If Mrs Jan Hawkins cannot attend pupil progress meetings she will meet with the teacher through an informal update or a 1:1. Mrs Jan Hawkins speaks to all the teaching assistants and will complete performance reviews. Mrs Jan Hawkins's remit has changed significantly, and she must meet deadlines of both the school and outside agencies.

Q: Do you received feedback from the teaching assistants?

A: 3 teaching assistants have left. The school is going through an interview process. By law each EHCP child must be covered. It only takes 1 person to be out or off sick then you are having to take another member of staff away. Teaching assistants need to be the right calibre and right person for the child. There are 100 members of staff and some will be proactive and talk to Mrs Jan Hawkins however some staff will not raise an issue outside of a pupil progress meeting.

9.27 Mrs Jan Hawkins reminded governors to be mindful of the school having an ever-increasing number of EHCP children. The school need more support from the education psychologist. No agency will accept anything from a school without an Education psychologist report. The education psychologist is highly experienced.

Q: There is 25.6% of children on the SEND register, how does that compare?

A: It used to be higher. Between 17% and 23% would be an average. Mrs Jan Hawkins got it down extensively a few years ago by going down quality first teaching. Most the school has ever had is 9 and is now 19 going into 21. Downsell could be heading to 30 children on full EHCP plans.

Action: Downsell to benchmark the data for governors against neighbouring schools and nationally.

Mrs Jan Hawkins left at 18:11PM.

10. HEADTEACHERS REPORT

10.1 There are currently 590 children on roll. The school is hoping after half term to review the appraisal targets. The attendance is over 94% which is good.

Q: Are there new interventions in place?

A: Yes, and they are working well. Training can be provided by capital on SIMS. The data could be 95%. The statutory compulsory school age could boost it up. The 2% will be the difference of being on target and off target. The school want to hit the 95% and then after summer term the aim is to hit 96%.

10.2 Before and after any holidays the school gets a drop-in attendance. Any unauthorised absences 2 or 3 days before or after a holiday. The school do not authorise absences until they have seen medical evidence. The parents need to prove that they have not been on holiday.

10.3 The number of exclusions have had an increase; however, it is largely the same children being physical.

Ms Marina Kaloki attended the meeting at 18:23PM

10.4 The school has started the lunchtime reflection. A member of staff sits with a group of children during lunch to help them think about the reasons why they were involved in the incident, explore their feelings and what they can do.

Q: Which staff do the lunchtime reflections?

A: Some staff have volunteered but year group leaders carry them out. An expectation sheet is filled out so the staff know what to do to keep it structured. Children do talk about why and it gives them an opportunity to get their perspective across.

- 10.5 There have been 52 recorded behaviour referrals, 10 for physical violence and 25 for inappropriate behaviour. The autumn term had 127 referrals and the summer term had 46.

Q: When a child repeatedly offends, what is being done from stopping them reoccur?

A: The school tries to get them to recognise the consequences. It is not easy with the children if they have needs. It depends on what they have done but sometimes you have no choice but to send them home or exclude them. If the child is poorly behaved he goes to the year group leader. The year group leader speaks to the child and calls the parents in. Exclusions is the last thing the school wants to do. The first week after half term the school are changing the lunchtimes. They will be having sports coaches and interclass competitions. The plans are being drawn up by the coaches now and those who have high needs will be linked in with the sports coaches to keep them actively engaged. Downsell are looking to change and rezone the lunchtimes to make them more vibrant and fun so the children prefer being outside.

- 10.6 The celebration assemblies continue and will be reinvented.

- 10.7 The breakfast club varies from around 75 children and is on the increase. Pupil premium children are offered a free breakfast. The percentage of pupil premium children coming to the breakfast club has declined. The targeted children will be invited to come in again.

- 10.8 The clubs are proving to be popular however some numbers are low in some clubs. Downsell would rather have clubs oversubscribed.

Q: What happens in music club?

A: A combination of singing and instruments.

Q: Could children who are not behaving be referred to clubs?

A: Yes, it could be a way to engage them more.

- 10.9 AGREED Governors approved the updated Educational Visits list.

Q: Are the children going on the trips?

A: Yes, the year group leaders have started sending letters through and risk assessments are being completed.

- 10.10 4 teachers have received training to be moderators. Heather Soar is now a moderator for the STA and will be moderating moderators as they moderate schools.

- 10.11 Every single teacher has been seen in the school and plotted on the matrix. The school know where the consistently good teaching is taking place and where the

calibre of teaching is that is not so good. Year group leaders hold the consistent approach.

10.12 Anyone who is underperforming has got support and ways of enhancing their performance.

10.13 The peer observations went down well and will happen again next half term. It is the best form of CPD and best practice. There is good teaching taking place in the school and it is consistent.

10.14 The school have introduced inspire maths.

Action: Maths Link Governor to attend Downsell to see Inspire Maths in action.

10.15 For reading, Downsell have introduced PM benchmarking and reading pro. PM benchmarking is an assessment tool and is not just based on phonics. PM Benchmarking will look at the children's understanding of the story, reading behaviours, retelling the story and finding key parts of the text. PM Benchmarking takes longer than a phonic assessment but will assess the accuracy of the words and their understanding. It gives the school a level for the child that you can then pitch the right reading books for them to take home. It gives a more complete picture of the child's reading ability. PM Benchmarking has generated a lot of good dialogue around the children's reading behaviours.

Q: It is broader than phonics?

A: Yes, much broader. The school can look at the reading behaviours, vocabulary development and speech and language needs. The school can then track the children in a more rigorous way.

10.16 Reading pro is an online assessment that the children complete. It identifies where the children are with their reading ability and they get a recommendation for books to then go to the library with. When they finish the book, they complete a new assessment to choose a new book.

10.17 The Year 6 timetable has changed completely and now focuses on the SATS preparation.

10.18 The school is on track for writing and are aiming for 84%.

10.19 The maths assessments are being completed this week.

10.20 The letters have gone home for Easter school. The school is hoping that all 60 children will turn up for Easter school.

10.21 Science lessons are fantastic.

Q: Has there been feedback from the reading activity?

A: It is the first time the school has taken part. Lower down the school there was a good turnout but higher up the school there was a low turnout. The school need to be more proactive and publicise it more to get the children more excited and want to bring their parents in. To boost the reading quality a neighbouring school invited parents to be DBS checked and help with the reading. It is a good idea to have parental volunteers. The volunteers would need to dedicate time to the school and be consistent about it.

- 10.22 The gap between Pupil Premium children and Non- Pupil Premium children is being narrowed.
- 10.23 Test outcomes for pupil premium versus non- pupil premium:
59% - 2017
50% - 2016
50% - 2016
The results have improved.
- 10.24 The teachers are using AFL groups to move children accordingly. The Year group leaders meet with the teachers and Mr Steve Rogers about when to make the move, it all must be agreed before the movement takes place.
- 10.25 Mr Steve Rogers is arranging secondary schools for the more able children.

Ms Kirsty Sultanti-Jones left at 19:16PM

11. GENERAL DATA PROTECTION REGULATIONS

- 11.1 Schools must appoint a Data Protection Officer. Schools can either employ or buy into the Local Authority service. The Local Authority has made the provision and Downsell have opted to go with them and have their Data Protection Officer oversee the Data Protection.
- 11.2 **AGREED** Governors agreed to buy into the Local Authority service.

Q: Should laptops be encrypted?

A: It depends on the data that is stored on the laptop. They should take laptop home and connect to the secure server. Data should stay in the school and never leave.

Action: Mr Dave Leaker to forward the presentation about GDPR to governors.

12. LEADERSHIP TEAM EXPANSION AND BUILDING CAPACITY

- 12.1 The current structure entails 3 assistant heads. Downsell is a 3-form entry school and individuals are being bombarded. Downsell wants to be a forward-thinking school.
- 12.2 The proposing structure is to go from 3 assistant heads down to 2 but expanding the Senior Leadership Team to include an Assessment Lead, Inclusion Lead and Maths Lead.
- 12.3 The remit will be on main scale with a TLR or an upper pay scale teacher with a TLR. The people are already in post but will be boosted up with a TLR which is an extra cost of £4,500.

Q: Will increasing the SLT decrease the burden off the Headteacher?

A: Yes, it will.

- 12.4 Over 70% of the school are EAL.

Q: How does it link to the SIP in terms of the targets and areas of priority?

A: Maths is an area that has been identified as a focus. Previous structure had an assistant Headteacher with a maths title. Maths is an area that must be developed. The assessment lead will be talking about pupil premium children, non-pupil premium children and SEND on a weekly basis.

- 12.5 AGREED Governors agreed to adopt the new structure.
- 12.6 Downsell have sent the structure off to HR for advice.

Q: Does the school already have staff in mind?

A: There is already staff who have the capacity and they can lead on it. The consultant can work alongside and support them.

- 12.7 The pastoral support team structure is around the children's wellbeing. If the pastoral side is right everything else will slot in. The school have supported food banks to support children in need. The exclusion rate is high and the school is having the same conversations with the same parents repeatedly.
- 12.8 The pastoral support team still needs to be budgeted and phased for. It will consist of 4 family support workers, 1 leading on attendance and the other 3 picking up the remit. For example, when a child is excluded and then comes back to school, a family support worker will start the process of mentoring.

13. BUDGET

- 13.1 Downsell is currently at 75% of the school budget.
- 13.2 The school is expecting to receive £743,983 which will give an excess of £39,108.
- 13.3 The number of children within the early years has increased. The funding is based on the number of children on the census.
- 13.4 The high needs top up funding gives the school an extra £13,068. If a child comes to school as SEN in September, that child will be picked up in the October census which will go in the funding for the next financial year.
- 13.5 The pupil premium was £246,840 which is an adjustment of £21,365.
- 13.6 All other income which includes facilities, services, grants and sports funding. At the end of the year the school will have an extra £30,176. The income will increase to £82,351.
- 13.7 The month 12 position for the expenditure will be as budgeted.
- 13.8 The education support staff is at 75%, Downsell will have broken even by the end of the budget year.
- 13.9 The premises will include PFI and any incidentals, which takes the cost over by £1,552.
- 13.10 Learning resources which does not include ICT is over by 106%. Downsell has bought a lot of resources and at the end of the year will have a £10,000 shortfall.
- 13.11 Agency supply staff was budgeted for £30,000. It is at 101% which is due to sickness absence and supply cover.
- 13.12 Downside set aside a contingency of £7,000 due to a lot of staff who are not in the pension scheme, a lot have now opted out.
- 13.13 The expenditure will have the deficit value of £13,559. At the end of the financial year Downsell will have a carryover of £68,937.
- 13.14 £10,329 has been fully spent with the carryover from the previous year.
- 13.15 The capital has been fully spent.

14. STAFF HEALTHCARE PLAN PROPOSAL

- 14.1 Downsell had 2 presentations from organisations that offer a deal on benefits to be given to members of staff. It will be funded by the school.
- 14.2 Staff in the past have been diagnosed with cancer and have had high medical needs. The school want to retain a high calibre of staff. The proposal is for the school to provide a baseline option for all staff. Staff can then buy in to further options. Both companies accept staff who have previous diagnoses.
- 14.3 Any child under the age of 21 will get free private health care.
- 14.4 It will not cost the staff anything and the staff can claim the money back.
- 14.5 The school felt that UK healthcare did a better presentation and is not a profit organisation. They give money back to charity.
- 14.6 **AGREED** Governors agreed to go with UK healthcare.

Q: How much is it per month?

A: £4 a month.

15. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

- 15.1 Date of next meeting
26 March 2018
- 15.2 Agenda items:
SFVS
Annual Governance Effectiveness Report
School Policies Review
Health and Safety
Learning Partnership
Pastoral support team structure

16. ANY OTHER BUSINESS

- 16.1 Proposal for Information
 - 16.1.1 Downsell are talking at great lengths around nursery numbers. The school have 45 at present and they can expand to 55. The school has families on the waiting list.
 - 16.1.2 After half term the nursery will have 55 children in the morning. The nursery has generated £35,000 just at being full to 45.
 - 16.1.3 Downsell is changing how the nursery operates. They will be getting the children to do a lot more than they previously did.
 - 16.1.4 The proposal is to further expand the early years so the school can catch the children who need interventions from 2 rather than 3 and upwards.
 - 16.1.5 The plans have been sent to Mr Deena Chetty around how it can work building wise.
Action: Eve McLoughlin to attend the next GB to speak to governors about the proposal.
- 16.2 Teaching Assistant
 - 16.2.1 Downsell have a teaching assistant who is good with data but has never been recognised financially. Over the last year the teaching assistant has been working very hard and collating everything for teachers and year 6 provisions.
 - 16.2.2 Mr Deena Chetty asked governors to recognise the teaching assistant to become to assessment lead assistant. This will be an increase to move to the HLTA which will cost an additional £1,000 a year.
 - 16.2.3 **AGREED** Governors agreed. The teaching assistant always meets the appraisals targets and is a valuable asset for Downsell.

Spring Term 2018

The meeting closed at 21:15PM

Chair: (print)

..... (sign)

Date:

Chair's Initials:
