

**MINUTES OF THE MEETING OF THE
DOWNSSELL SCHOOL GOVERNING BOARD
HELD ON MONDAY 10 SEPTEMBER 2018
AT 5PM
AT THE SCHOOL**

Present: Mr Martin Dore (Chair) Local Authority Governor

Co-opted Governors

Mr Dave Leaker
Mr Robert Morini

Headteacher

Mr Deena Chetty

Parent Governors

Ms Sumy Choudhury
Ms Kirsty Sultanti-Jones

Clerk to the Governors: Ella Coulson

Also present: Ms Claretta Jean, Assistant Headteacher
Ms Maria Regan, Assistant Headteacher
Mrs Jan Hawkins, Assistant 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.	Election of Martin Dore as Chair and Dave Leaker as Vice Chair of Governors.	Governor Services	1 week
5.2.1	AGREED Governors agreed to leave public transport at the discretion of the teachers to make the decision.		
5.2.2	Model Procedure needs to be forwarded to the governors.	Governors	ASAP
5.2.3	Mr Martin Dore to draft a message to be sent out to parents to update them on the school's actions.	Governors	ASAP
8.1	AGREED Governors agreed to adopt the code of conduct.		
9.1	AGREED Governors agreed the board annual cycle.		
10.1	Governors have not received the skills	Governor	ASAP

Chair's Initials:

	analysis to complete and return to governor's services.	Services	
11.1	AGREED Governors agreed to allow governors to participate at meetings via alternative methods with notice required and at the chairs discretion.		
	Date of next meeting: 8 October 2018	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 6 governors present.
- 1.3 There was notice of two confidential items.

2. DECLARATIONS OF INTEREST

- 2.1 The clerk issued all present governors with copies of the personal and pecuniary interest form. All those governors present completed these forms and duly returned them to the clerk for processing.
- 2.2 There were no declarations made pertaining to any of the agenda items for this meeting.

3. APPOINTMENT OF OFFICERS

- 3.1 Election of Chair for the academic year 2018/2019
The Clerk welcomed nominations for the position of Chair of Governors. Mr Deena Chetty proposed that Mr Martin Dore be elected as Chair of Governors for the 2018/2019 academic year, this was seconded by Ms Sumy Choudhury and Ms Kirsty Sultanti-Jones. With no other nominations and no objections Mr Martin Dore was duly elected as Chair.
- 3.2 Election of Vice-Chair for the academic year 2018/2019
The Clerk welcomed nominations for the position of Vice Chair of Governors. Mr Martin Dore proposed that Mr Dave Leaker be elected as Vice Chair of Governors for the 2018/2019 academic year, this was seconded by Mrs Jan Hawkins. With no other nominations and no objections Mr Dave Leaker was duly elected as Vice Chair.

4. GOVERNING BOARD

- 4.1 The clerk confirmed that there were currently no vacancies and that no governors would come to their end of term in the academic year.
- 4.2 To consider disqualification due to non-attendance
The clerk advised that no governors were eligible for disqualification due to non-attendance.

5. MINUTES

- 5.1 Governors received the minutes of the governing board meeting held on 16 July 2018 and agreed these to be an accurate record of the meeting. Mr Martin Dore signed a copy of the minutes and these were retained by the school for filing.

5.2 Matters arising:

Chair's Initials:

5.2.1 Travel is part of children's everyday life and it is much more convenient with public transport. If the school decide that they do not want to use public transport they will further deprive the children from opportunities. When the staff take the children out, the staff are always and have always been vigilant. They complete the risk assessment beforehand.

AGREED Governors agreed to leave public transport at the discretion of the teachers to make the decision.

5.2.2 **Action: Model Procedure needs to be forwarded to the governors.**

5.2.3 **Action: Mr Martin Dore to draft a message to be sent out to parents to update them on the school's actions.**

5.2.4 Over the summer break Ms Marina Kaloki and Mr Deena Chetty met with the local authorities' health and safety team and those who oversee the Kier contract. They walked Kier around the school and highlighted all possible areas that need to be actioned. Kier started work during the summer holidays.

6. HEADTEACHER'S REPORT

6.1 The school is now fully staffed. The school has a member of staff in year 3 who is currently on sick leave and has not returned since the school has started. The school will let parents know that the school wish her well and they currently have cover and planning in place.

6.1.1 The support staff member who was based in the office has been moved to one to one. The school is over staffed in the office and there are many children who need one to ones.

Q: Does the school find out in advance of a child coming into the school who needs one to one?

A: The school are always consulted; the school refused the local authority overwrote the decision. When a child has an EHCP and has been awarded one, the SEN team must consult the head teacher.

Q: Does the school have more EHCP children than other schools?

A: The school will be back up to 22 which is quite high.

Q: Are the teaching assistants working as one to ones?

A: Yes, there are two in Year 6. There are many children who speak limited or no English. The school has taken on 20 new starters.

6.2 BUDGET

6.2.1 The school budget share is on track.

6.2.2 The school have received a top up funding for SEN. Everything else is in line with the expected levels. The school have addition children for 18/19 so the amount is expected to change.

6.2.3 The school is over and above the expected 25% and is at 52%.

6.2.4 For pupil premium the school is expected to be at 63%. The school have received 24% which is a total of £64,110. It is a fluid figure and is subject to change. The local authority gives an indicative figure and it will change based on the actual figure.

- 6.2.5 The school are at 55% for all other incomes which is over and above. The school have received money from schools direct for trainees and the redundancy payment for a member of staff.
- 6.2.6 At the end of June the school have received a total of 27%. At the end of the year all things being equal the school will have £66,366 over and above the income that is expected.
- 6.2.7 Mr Martin Dore received an email from finance to say the school had a balanced budget and wanted a meeting in October to discuss the reserved budget. The chair does not see any significant issues for the meeting and do not foresee the school being in trouble in that sense.
- 6.2.8 The current budget for the expenditure has remained the same.
- 6.2.9 There is an annual variance of £29,902 for teachers pay. The school will not have adequate funding for teaching staff because the government has issued a 3% pay rise but schools have only budgeted for a 1% pay rise. If the 3% is confirmed, then it is possible for the government to fund the extra 2%. The school will expect to spend everything at the expected levels.
- 6.2.10 E27 – E28 is at 44%. All invoices have come in and are being paid which totals to £36,299. The school is suggesting that all things being equal the school will be underspent by £6,398.
- 6.2.11 The school will have a carryover of £72,000 under revenue.

Mr Robert Morini joined the meeting at 18:01PM.

- 6.2.12 The capital income has not yet been received. The school will utilise all of it with all the plans in the school.

6.3 HEADTEACHERS REPORT

- 6.3.1 The School improvement plan and school data was emailed to governors.
- 6.3.2 The school are changing the role of one of the assistant headteachers but there are no further changes.
- 6.3.3 The key objectives are influenced by the data; the school have used data from last year to shape this year.
- 6.3.4 Spelling is bad in the school, so they have started to teach spelling earlier down into the school and have started to have consistency in the school. Those who do not perform well will be offered booster clubs and homework club. It is regular, robust and vigorous.
- 6.3.5 The school will be focusing on improving leadership and management by first quality teaching. The school has seen the teachers working hard and doing the right thing. They are really building on it now and driving forward.
- 6.3.6 The school is keeping an action log outlining the impact. Subject leaders will be keeping logs for their areas.
- 6.3.7 Governors are to hold senior leaders to account. The school need to make governors aware of everything that is happening. The school will let governors know exactly where the year 6's are after their assessments.

- 6.3.8 Every Thursday evening the school have the school improvement team meeting. They will be looking at moderation and data across the school and it is open to governors to attend. They discuss the individual classes and children.
- 6.3.9 The staff have all sat round the table and have been spoken to and contributed to the new curriculum. They are making it fun for the children to engage with. There are key people in the school who will be responsible for implementing the plan. The action plan gives trends over time.

Q: How often is the improvement plan reviewed?

A: Every year.

Q: Is the trajectory upwards or downwards in terms of improvement, it would be good to see the objectives and see where they are moving?

A: The school can put in the objectives with actions and the impact. SLT can then keep it up to date for governors and governors will have that on a regular basis.

- 6.3.10 The school have introduced moderation in Year 6 which is carried out every 3 weeks. They are moderated in writing, spelling and maths so nothing will take the school by surprise and it can be shared with governors. The data last year is going to trigger something in October once the data is public.
- 6.3.11 The plan shows the trends data for reading, writing and maths.
- 6.3.12 In early years the good level of development (GLD) shows an upward trajectory. The school can show that when children come in they come in with a low-level attainment and by the time they leave the school they have made trends over time. Year 1 and 2 phonics show upwards trajectory, national was 80 and Downsell was 93.
- 6.3.13 This year the school have a really strong team in Year 3, one is off on long term sick, but the covering has continuity. Year 1 has a strong teaching taking place now.
- 6.3.14 The KS2 papers have been sent off for remarking.

Q: What will it do to combined score?

A: Not much.

- 6.3.15 Writing was moderated by the borough last year. The school need to do something different and the moderation will be kicking in regularly. At the end of spring the government introduced a new proforma. There have been no changes to the assessments this year.
- 6.3.16 The school can see an upward trajectory in Reading. KS1 love the writing they are doing.
- 6.3.17 Should the school expect Ofsted around October/November the plan will all be filled in. It is about what evidence the school must back it up. Year 6 have the action plans.
- 6.3.18 This year must be the year for the school to achieve the targets and to see the desired outcome.
- 6.3.19 The improvement priority 1 lists the targets and says exactly what the school will be doing and the actions.
- 6.3.20 Year 4 performed well. The year 4 teaching staff is a really dedicated team.

- 6.3.21 The more able pupil premium is a key component; the gap is narrowing, and it is under 10% data wise.
- 6.3.22 The school need to get in classes a lot more and watch good practice that is happening or put support in place.
- 6.3.23 There are more staff on the leadership team who are speaking same language and being more visible.

Q: The absence of staff in the school, is that something that needs to fit into the objectives?

A: On the inset days the policy was shared with staff. If a member of staff is absent they have a return to work the next day with the headteacher. It is about measuring and ensuring their wellbeing. After 8 days it is a matter of inviting them in and setting targets with a union rep present. The school have not had any absences from members of staff who usually stay off.

7. CHAIRS ACTION

- 7.1 Mr Martin Dore met with Mr Deena Chetty and will continue with weekly meetings on a Friday lunchtime.

8. GOVERNING BOARD CODE OF CONDUCT

- 8.1 AGREED Governors agreed to adopt the code of conduct.

9. GOVERNING BOARD ANNUAL CYCLE

- 9.1 AGREED Governors agreed the board annual cycle.

10. SKILLS ANALYSIS

- 10.1 **Action: Governors have not received the skills analysis to complete and return to governor's services.**

11. ALTERNATIVE MEETING ATTENDANCE OPTIONS

- 11.1 AGREED Governors agreed to allow governors to participate at meetings via alternative methods with notice required and at the chairs discretion.

12. GOVERNING BOARD COMMITTEES

- 12.1 Governors considered the establishment of committees and unanimously agreed to the following committee structures and memberships:
Governor Discipline – Governors agreed that all eligible governors form a pool for the purposes of Governor Discipline matters.
- 12.2 Governors agreed that all eligible governors form a pool for the purposes of Staff Discipline, Staff Grievance and Dismissal Appeals. It was noted that no staff members would be called upon to form a part of any of these panels.
- 12.4 Link Governors
Governors agreed to the following link governor appointments for the academic year:
SEND – Martin Dore
Safeguarding – Dave Leaker
Culture Champion – Robert Morini
Curriculum – Sumy Choudhury

13. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

- 13.1 Date of next meeting

Monday 8 October 2018

- 13.2 Agenda items:
Policy Review Cycle
School Complaints Cycle

The meeting closed at 7:30PM

Chair: (print)

..... (sign)

Date:

Chair's Initials:
