

**MINUTES OF THE MEETING OF THE
DOWSELL SCHOOL GOVERNING BODY
HELD ON MONDAY 26 MARCH AT 5PM
AT THE SCHOOL**

Present: Mr Martin Doré (Chair) Local Authority Governor

Co-opted Governors

Mr Dave Leaker

Headteacher

Mr Deena Chetty

Parent Governors

Ms Sumy Choudhury

Staff Governor

Ms Maryam Osman

Clerk to the Governors: Ella Coulson

Also, present: 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 |
|-------------------------|---|---|------------------------|
| 5.15 | AGREED Eve McLoughlin asked governors for the commitment to move forward and explore. Governors agreed to move forward and will visit other providers. | | |
| 5.20 | Surveyor and consultation to begin. Bring back as an agenda item in May. Governors to visit another provision before the next meeting to see it in operation. | Governors | Next GB |
| 6.2 | Martin Doré to liaise with Marina Kaloki to have an overview of the finance systems. | Governors | Next GB |
| 6.3 | AGREED Governors ratified the statement of internal control. Martin Doré, Deena Chetty and Sumy Choudhury signed the form. | | |
| 7.1 | A link governor needs to attend the school to go through books, schools outgoing and confirm the audit of voluntary funds. | Governors | Next GB |
| 8.4 | AGREED Governors agreed the changes to the school charging policy. | | |

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| 9 | Governors to be emailed with the governor statutory policies. Number them in priority to be uploaded. Governors to read the policy pack and bring amendments to the next meeting. | Governors | Next GB |
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1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The clerk welcomed all those present to the meeting.
- 1.2 No apologies were received from Mr Robert Morini or Ms Kirsty Sultanti-Jones.
- 1.3 The Clerk confirmed that the meeting was quorate with 5 governors present.
- 1.4 There was notice of 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

- 3.1 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.

4. MINUTES

- 4.1 Governors received the minutes of the governing body meeting held on the 5 February 2018 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.

5. SDP UPDATE – EVE MCLOUGHLIN

- 5.1 The number of eligible 2-year olds in Waltham Forest is listed by each ward and those who are already taking up a place. The data has been taken from the January 2018 census.
- 5.2 There are 1530 eligible 2-year old children in Waltham Forest.

Q: Is that the total number of 2-year olds in Waltham Forest?

A: No, that it the total number of eligible 2-year olds. There are approximately 4000 2-year old children in Waltham Forest. It is the number of 2-year olds benefiting from a current place, who lived in a cathall ward postcode at the time of the census. They will take up a place generally in the ward as it is 15 free hours so is normally local provision.

- 5.3 There is 44.5% in the whole of Waltham Forest.
- 5.4 Cathall ward has 87 eligible children but only 47 have taken up 2-year old places. There is a deficit of 40 children who are eligible and not taking up a place.

Q: Does the funding come from the Local Authority?

A: Yes, the government estimate how many places they will deliver in Waltham forest. They take the January census data every year and they base the budget on that number of children.

- 5.5 In 2015 and 2016 Waltham Forest was below national but was like London and statistical neighbours. In 2017 Waltham Forest was 5% below London and statistical neighbours.
- 5.6 In terms of national, Waltham Forest is 20 points below the national take up.
- 5.7 Waltham Forest has gone from 65 2-year olds to 458 children in one year. It has increased by 700%.
- 5.8 There are 45 schools in Waltham forest that deliver 3 and 4-year old provision, only 14 provide 2-year-old provision.
- 5.9 Schools are not taking up or offering 2-year old provision. The PVI sector is almost full.

Q: In terms of financial robustness, if Downsell took 2-year olds would the school be okay financially?

A: Yes, there is guaranteed funding from the local authority. Parents bring in their national Insurance code and you can check if they are eligible online.

Q: Will the local authority help with the building?

A: A building surveyor has attended the school. They are happy to come in and work with the Senior Leadership Team about what works would need to be done in the music room to be sent to Kiers for a quote. The school would go to more than one company to be tendered. Once the quotes are back Eve McLoughlin will talk to David Kilgallon about a grant for the works that need doing.

Q: Would the surveyor charge the school?

A: No, the surveyor will be free of charge.

- 5.10 Generally where a child settles as 2 is where they generally stay. The timing of starting the provision is key.

Q: Is there an admissions policy for 2-year olds?

A: They would get their closest school. Waltham Forest want to prioritise places to children who live nearest to Downsell. It will build up numbers throughout the school. A consultation must be completed and the age range must be lowered. The DfE needs to know that the consultation has been completed.

- 5.11 A third of the cohort comes in from external settings. They could have siblings in the school. Some of the schools are looking at their data now the children are at year 2 to find it has had a significant impact being with the same school for the longest amount of time.
- 5.12 The quality for the longevity would have a massive impact on the children, family and school.
- 5.13 Families can take up to 15 hours per week but they do not have to and might do a few mornings a week. The quality of the provision makes a dramatic difference. There are significant benefits of them being in schools where there are qualified teachers.

Q: Would Downsell be able to get this in place by September?

A: The building work will be key and the school need to get the quotes as soon as possible. September might be optimistic but the room is a nice room already and it opens through to the nursery. Rubber crumb is nice to have but is not statutory.

5.14 Downsell is looking at a 20 placement only. As the children move through the school over time there will be a shift in data and outcomes for children.

5.15 Year 6 this year should have had 90 children, but they only have 63 children so the year group went down to a 2-form entry.

AGREED Eve McLoughlin asked governors for the commitment to move forward and explore. Governors agreed to move forward and will visit other providers.

Eve McLoughlin left at 17:47PM.

5.16 The breakfast club is up and running. There are no concerns for the nursery, there is already a waiting list for September.

5.17 The after-school club is picking up. The school will recruit a senior appointment to manage the club. Staff will stay to lock up the school.

5.18 Leadership capacity has increased since the structure was agreed last year. The assistant head will oversee the early year sector along with the 2-year olds.

5.19 Children come into the school as 3-years old and they are vulnerable and sitting at a lower level. If the children come in at 2-years old the school would make outstanding progress and it will filter down the school.

Claretta Jean joined at 17:56PM.

5.20 The focus will still be on year 5 and year 6.

Action: Surveyor and consultation to begin. Bring back as an agenda item in May. Governors to visit another provision before the next meeting to see it in operation.

5.21 The school improvement plan is on track.

6. STATEMENT OF INTERNAL CONTROL

6.1 It is a statement that governors are assuring the Local Authority that they are aware what goes on in the financial settings in the school.

6.2 The school need to set aside a link governor to sit aside Marina Kaloki and report to the Governing Body every quarter before the monitoring report is presented.

Action: Martin Doré to liaise with Marina Kaloki to have an overview of the finance systems.

6.3 The focus is on the inventory records and charge card.

AGREED Governors ratified the statement of internal control. Martin Doré, Deena Chetty and Sumy Choudhury signed the form.

7. SFVS

7.1 The SFVS looks to find if the Governing Body is competent in a variety of areas.

Action: A link governor needs to attend the school to go through books, schools outgoing and confirm the audit of voluntary funds.

Q: Has it changed with the previous pods group and the new parent group?

A: All money that is being generated is being handled in the school account. The PTA still have an external account but the school is waiting for the mandates to come in.

7.2 A standard assessment form was completed with Marina Kaloki and governors and signed by the chair of governors.

8. SCHOOL CHARGING POLICY

8.1 The school charging policy is based on the local authority model.

8.2 The school will charge for the cost of year 6 swimming lessons. Only 1 session is being offered to year 5's and they are not paying.

8.3 The Instrumental music tuition is not being offered at the minute. They have the clubs that they pay £10. Music tuition will be revisited again. The school want to offer children keyboard, violin and piano.

8.4 The school needs to indicate that the school will charge for additional hours in EYFS for those who do not qualify.

AGREED Governors agreed the changes to the school charging policy.

8.5 The children who are not picked up on time will go straight into after school care.

Q: How long are the children to be picked up by?

A: They have until 15:50PM then they are taken into the after-school club. The school finishes at 15:20 so they have already had half an hour.

8.6 It is £10 then £1 a minute after 18:30PM.

9. SCHOOL POLICIES REVIEW

Action: Governors to be emailed with the governor statutory policies. Number them in priority to be uploaded. Governors to read the policy pack and bring amendments to the next meeting.

10. PASTORAL SUPPORT TEAM STRUCTURE

10.1 The leadership team is being developed and will become stronger.

10.2 The Senior learning mentor post is vacant.

10.3 The mentoring side of the school is not strong enough. Deprivation is at its highest.

10.4 Teachers have got stronger on the curriculum, standards and outcomes for children. Every 6 weeks they look at progress. Teachers talk about children that need to be picked up and need additional support.

10.5 The proposal is to appoint 3 family support workers. One is ringfenced for current learning mentor. Each of them would be linked with children with high needs. The school want them to meet with children in the morning to make sure they are ready for class. If the tone is set then it will not impact on everybody else's learning.

10.6 They will work closely with the parents. The ultimate plan is for Downsell to offer parenting classes.

Q: Has it been budgeted for?

A: The school has been playing with the budget. The school is looking at safeguarding and ringfencing one post. Ringfencing one post so the employee will automatically become a family support worker. Looking at approximately £13,000 which is an increase in the expenditure. The school did not appoint the assistant head for maths and depleted the role which was budgeted for £60,000. This will compensate for part of the cost.

10.7 Family support workers can stage the friendship groups and target children to help them make friends. 99.9% of the time implications at school are due to family problems.

AGREED Governors agreed.

11. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

11.1 Date of next meeting

14 May 2018

11.2 Agenda items:

- Governor Link Visits
- 2-year Provision
- School Policies Review
- Budget Ratification
- Learning Partnership
- Pastoral support team structure

The meeting closed at 19:45PM

Chair: (print)

..... (sign)

Date:

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| Chair's Initials: |
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