

**MINUTES OF THE MEETING OF THE
DOWNSSELL SCHOOL GOVERNING BOARD
HELD ON MONDAY 8 OCTOBER 2018
AT 5PM, AT THE SCHOOL**

Present: Mr Martin Doré (Chair) Local Authority Governor

Headteacher

Mr Deena Chetty

Parent Governors

Ms Sumy Choudhury

Ms Kirsty Sultani-Jones

Staff Governor:

Ms Maryam Osman

Also present: Ms Claretta Jean, Assistant Headteacher

Ms Marina Kaloki, Business Manager

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.4	Next agenda item: PA status to be shared with Governors.	Clerk	November 2018
11	Agenda Item Review Gb Strategic Plan/Self Evaluation	Clerk	November 2018
14	Agenda Item Standards And Target Setting		
15.6	Action: Agenda item – School Financial Regulations	Clerk	November 2018

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Mr Doré welcomed all governors and observers to the meeting.
- 1.2 Apologies for absence were received and accepted from Mr Leaker, Mr Morini (running late), Ms Hawkins and Ms Regan.
- 1.3 There were no apologies for absence not accepted
- 1.4 The meeting was confirmed as quorate with five governors present.
- 1.5 Notice of Any Other Business/Confidential items:
 - Governors meetings attended

2. DECLARATIONS OF INTEREST

- 2.1 There were no declarations of interests in any of the following agenda items

3. GOVERNING BOARD

Chair's Initials:

- 3.1 Clerk to confirm Governing Board membership – noting current vacancies and identify members whose term of office will end before the spring term 2019

4. MINUTES

- 4.1 Governors received the minutes of the governing board meeting held on 10 September 2018 and agreed these to be an accurate record of the meeting, Mr Doré signed a copy of the minutes and they were retained by the school.

- 4.2 Matters arising:

Minute 5.22 – model procedure

Minute 5.23 – letter to follow from Mr Doré once page 2, 3, 4, 5 and 6 minutes accepted.

- 4.3 Governors received the confidential minutes of the governing board meeting held on 10 September 2018 and agreed these to be an accurate record of the meeting, Mr Dore signed a copy of the minutes and they were retained by the school.

- 4.4 Governors Briefing feedback

- PA action plan – schools which are poor at PA concern in Waltham Forest.
- SEND overspent on EHC – will be difficult to get future EHCs (Martin gave an update regarding this).
- Culture ambassador – school to nominate culture ambassador.
- On the 30 October, William Morris gallery will host the launch of the education partnership

Action: Mr Doré to communicate with LA regarding when schools will be informed.

Next agenda item: PA status to be shared with Governors.

5. HEAD TEACHER'S REPORT (verbal)

- 5.1 Governors discussed the number of pupils on role.

Q - If numbers continue to drop, what are the scenarios we need to consider?

A - At present we have an average of 25 children per class on role therefore this would pose as a challenge to reduce numbers to a 2 form entry.

Governors requested to be kept informed of the schools role and asked the school to consider alternatives as available to the next meeting.

- 5.2 Performance appraisals:

Mr Chetty advised that performance appraisals were underway within the school with all Teaching staff reviews being completed before the before 31 October 2018; all targets were linked to the school improvement plan.

Mr Chetty clarified that this was to ensure:

- 1 – to further develop and promote good practice
- 2 - To ensure consistency in good or better teaching across the curriculum

- 5.3 Behaviour

Governors considered the information as shared. Mr Chetty highlighted that at present the school had an SLT member on duty Monday – Friday with the expectation of the SLT person resolving issues as they arise. It was noted that where incidents happen outside, the member of SLT should contact parents.

5.4 SEND

The school currently has 125 children on the SEND registers and 21 children with an EHP; governors confirmed that plans were in place to support each of those children.

5.5 Clubs

Mr Chetty advised governors that the school had lowered the number of clubs being offered, every year group had boosters and homework clubs rather than activity clubs.

5.6 Staffing update

The school was aware that there was one member of staff whom would be retiring at the end of the year and that one KS2 teacher had tendered their resignation.

6. **SICK ANALYSIS**

Deferred

7. **SCHOOL BUDGET**

7.1 Mr Chetty advised the board that the school faced a significant crisis with the added pressures of maternity/paternity leave; it was acknowledged that the school cannot plan for unforeseen expenditure.

Mr Doré advised that he and Mr Chetty had met with Mrs Jackson, Business Manager, LBWF to discuss the schools financial position.

8. **CHAIR'S ACTION**

There was no action to report.

9. **GOVERNORS' TRAINING**

10. Mr Morini advised that he had attached pupil premium training. He would now be scheduling a meeting with Mrs Jean to look at the school's use of PP.

11. **REVIEW GB STRATEGIC PLAN/SELF EVALUATION**

Deferred

Action: Agenda item

12. **LINK GOVERNOR REPORTS**

13. Mrs Osman advised that she was scheduled to meet with parents on Friday at the Governor link meeting.

14. **STANDARDS AND TARGET SETTING**

Deferred.

Action: agenda item

15. **FINANCIAL DOCUMENTATION**

15.1 Mrs Kaloki shared statement of internal control and governors **unanimously agreed to adopt this as presented.**

15.2 Mrs Kaloki presented governors with the Statement of internal control. Governors held a vote and **unanimously agreed to adopt this as presented.**

15.3 Mrs Kaloki presented the school's Scheme of Delegation and noted that this outlines areas of responsibilities for all stakeholders. Governors noted that the document issued was based on the LA model, and unanimously agreed to adopt it.

15.4 Governors received the school's revised Whistle Blowing Policy. Mrs Kaloki advised the board that this policy was adopted from the LA; there were copies in the office and

staffroom, all staff knew related bodies to raise awareness. Governors held a vote and unanimously agreed to adopt the Whistle Blowing Policy.

- 15.5 Governors received the schools draft Best Value Statement and confirmed that this was currently displayed in the office and in the staff room. Mrs Kaloki assured governors that all staff were aware of the statement and how to apply this to expenditure. Having confirmed this, governors held a vote and **unanimously agreed to adopt the best value statement as presented.**
- 15.6 Governors received the school's 'School financial regulations'. Mrs Kaloki advised governors that this was the school's main code of practice to have finance in school, a road map. Governors referred to page 2: role and responsibilities of perusal and agreed that the board would like further clarity before they make a decision to adopt it. Governors do not feel it is their responsibility to give permission for outside schoolwork.

Q - Page 41: item 21. Are you happy with strictly services?

A – MK - 'yes' new teams allocated to schools and these currently provide a good service.

Q – On page 51, in line with GDPR, could you please add the schools regulation number inserted.

A – Yes.

Action: Agenda item – School Financial Regulations

16. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

16.1 Annual schedule of meeting dates

<i>Autumn Term 2018</i>		
Monday 12 November	Governing Body	5pm
<i>Spring Term 2019</i>		
Monday 4 February	Governing Body	5pm
Monday 25 March	Governing Body	5pm
<i>Summer Term 2019</i>		
Monday 13 May	Governing Body	5pm
Monday 15 July	Governing Body	5pm

17. ANY OTHER BUSINESS

There was none.

Chair: (print)

..... (sign)

Date:.....

Chair's Initials:
