

MINUTES OF A MEETING OF THE DOWNSSELL PRIMARY SCHOOL GOVERNING BOARD HELD ON MONDAY 17 OCTOBER 2016 AT 5PM AT THE SCHOOL

Present: Mr Martin Doré (Chair)-Local Authority Governor

Parent Governor

Mrs Kristina Barkute-Chakhnashvili

Headteacher (Voting)

Mr Deena Chetty

Staff Governor

Mrs Karen Britton

Clerk to the Governors: Mrs Caroline Russell

Also present: Mrs Leonie Daly, Deputy Headteacher
Ms 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
Also Present	Pl. add Leonie Daly and Claretta Jean to the circulation list for agendas (c/o school)	GS	asap
3.2.1.	Election of parent governor: HT/SBM to check that Ms JC is a parent of a child registered at the School.	HT/SBM	asap
3.2.2	Proposed school meal price increase: SBM to report to next meeting	SBM	Next meeting
3.2.3	School Closure for Eid Holidays: Martin Doré to discuss with LA	Martin Doré	Asap
3.2.8.	Replacement of School Photocopiers: SBM to action over ½ term.	SBM	1/2 term
3.2.10.	GB Skills Analysis: All governors asked to complete	All governors	Asap
3.2.12.	Site Security including caretakers' house: School/Kier to consider and action.	School/Kier	Ongoing.
4.6.	Curriculum Presentation to Next Meeting: HT to arrange from Jan Hawkins, Inclusion Manager to	HT	14/11/2016

	14/11/16 meeting		
6.	Parent governor vacancy: School to action (re KBC).	HT	
9.	DTNM Monday 14/11/2016 -5pm-School. Draft agenda items in text.	GS to note/action.	asap.

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting.

1.2 Apologies for Absence

Apologies for absence were received and accepted from Mr Thisa De Silva and Mr Manny Hothi.

1.3 Quorum

The meeting was quorate.

2. DECLARATIONS OF INTEREST

2.1. There were no declarations of interest in any of the following agenda items.

3. MINUTES

3.1. Minutes of the Last Meeting Held on 19 September 2016

These were received and accepted as an accurate record. A copy of the minutes were signed by Mr Doré for retention by the School.

3.2. Matters Arising

3.2.1. Vacancy for a Parent Governor

It was noted that a single application has been received from a Ms JC so she was declared elected unopposed subject to the School checking that she is a parent of a child registered at the School.

ACTION: Headteacher/School Business Manager to check.

3.2.2. School Meals Price Increase

A price increase will be presented to the next FGB meeting by the School Business Manager with other budget monitoring information.

3.2.3. Closure of School for Religious Observance of Eid

This was discussed, the Headteacher who reported that it had been **AGREED** not to alter INSET days previously agreed as the Eid closures are determined locally at short notice related to the phases of the moon. The Clerk suggested that the School consider whether pupil absences for religious observance could be reported as authorised absence for religious observance.

ACTION: Mr Martin Doré to contact the LA regarding best practice in this regard.

3.2.4. Changes to Nursery Opening Times

These have been **AGREED**.

3.2.5. School Development Plan

This is for discussion on the current agenda.

3.2.6. Governing Board Code of Conduct

All governors have now signed this.

3.2.7. Replacement of School Photocopiers

A quote has been **AGREED** for action by the School Business Manager over ½ term.

3.2.8. Breakfast Club

This will be launched on 19-10-2016 with governors very welcome to attend.

3.2.9. Provision of Staff Tea and Coffee Free at Point of Use

This has been actioned and staff appreciate this gesture.

3.2.10. Governing Body Skills Analysis

Governors are asked to complete this if they have not already done so.

ACTION: Governors.

3.2.11. Governor Link Responsibilities

Martin Doré reported that he had **AGREED** to cover the area of Pupil Premium, had visited the School and would report later in the meeting regarding his visit.

ACTION: Martin Doré.

3.2.12. Security of School Site Including Caretaker's House

This is being discussed with Kier with additional fencing to be considered.

ACTION: School/Kier.

4. HEADTEACHER'S REPORT

4.0. This was received, considered and accepted.

4.1. Current Roll

This stands at 591, so there are a number of vacancies with adverse financial implications for the School. Consequently, a number of publicity initiatives have been agreed including promotion locally of the School's full time nursery provision and regular communication with LBWF admissions section regarding the admission to the School of children on the waiting lists of other schools. The Headteacher has met with LBWF senior leaders who state that pupil projections for the area still show that the school is expected to be over-subscribed. The School has many things to offer including good teaching and a wide range of after school clubs and activities.

4.2. Naming of Classes After Countries

This was noted as a means of positively promoting class identity and will be reviewed at the end of the school year.

4.3. School Targets

These align with areas for action identified following the last OFSTED inspection and are also linked to School Development Plan action priorities. They were reviewed and approved by the School Effectiveness Advisor on her recent visit with a focus on assessment. Kier have agreed to provide additional storage for evidence files. (Kier will be installing cupboards in the Headteachers' office for the evidence files).

4.4. Performance Appraisals

These are planned for completion for teaching staff by 21/10/16 and for support staff by 18/11/16. The focus will be on using assessment strategies which are robust, accurate and evidence-based. Periodic feedback will be given to governors on this by school leaders. Year-end targets are being set linked to teacher appraisal and whole-school targets with the progress of children discussed at pupil progress meetings. Afternoon interventions are now organised by the school's Inclusion Manager. Staff are also set objectives relating to their personal development and school leadership and management. In discussion it was noted that some school funding is available for priority areas e.g. the teaching of English as an Additional Language (EAL) but in-house support is used where possible.

4.5. School Effectiveness Advisor

The SEA has visited and will return later in the term.

4.6. Staff Restructuring

Senior leadership team roles, responsibilities and job descriptions have been reviewed with whole-school responsibilities in relation to assessment, behaviour, pupil premium funding and English as an Additional Language (97% of the School) agreed. The next Headteacher's report will include an action plan re EAL including an audit of languages spoken by staff. Proposed actions were noted and discussed in relation to pupil premium funding, whole school behaviour management including lunchtimes, use of phase leaders re data moderation and the overseeing of children with medical conditions.

ACTION: Curriculum presentation from Ms Jan Hawkins, Inclusion Manager to the 14/11/2016 meeting (HT to action).

4.7. School Communication

Information was noted re the introduction of an e-calendar (to be placed in the new school website), staff briefings and regular phase meetings.

4.8. Community Links

School finances are constrained but strenuous efforts have been made to publicise the School locally including via newsletter, a new website and celebration assemblies.

4.9. Racial and Homophobic Incidents

3 were noted which have been documented to inform future action by the School.

4.10. Pupil Exclusions

4 were noted re physical violence.

4.11. Behaviour Management

A whole school approach is being developed to include less structured times such as play and lunchtimes.

4.12. Pupil Attendance

Data was noted with constant reminders given to families regarding the importance of good attendance.

4.13. Bouncy Castle

Governors **AGREED** a vote of thanks to Parents of Downsell (PODS) for their recent very generous £2,000 donation for purchase of a bouncy castle as a behaviour reward.

4.14. Quality of Teaching, Learning and Assessment

Information was noted with support plans to be in place for teachers where necessary after ½ term.

4.15. Staffing

The meeting noted new starters, maternity leave cover and a staff leaver. A vote of thanks was **AGREED** to Ms Karen Timms for her long service to the School.

4.16. Pupil Progress Meetings

Proposed arrangements for these were noted including the presence of senior leaders at meetings with parents. The Board discussed difficulties experienced with the perceived accuracy of assessment data noting the need for agreed standards and criteria and understanding of codes and hashtags to be used. Assessment headlines and targets for 2016/17 were also noted.

The Headteacher was thanked for a very comprehensive report and for initiating a number of new developments in School.

5. SCHOOL DEVELOPMENT PLAN

This was received including targets and action priorities. These are linked to a monitoring schedule. Any questions/comments re the plan may be emailed to the Headteacher.

6. RESIGNATION OF MRS KRISTINA BURKATE-CHUKHNASHVILI

6.1. This was received with regret but congratulations to Kristina on her appointment as a learning support assistant. (This creates a vacancy for a parent governor to take effect once a contract of employment is issued to her).

ACTION: School to advertise vacancy and conduct an election if necessary once a contract of employment has been issued.

7. GOVERNOR SERVICES SERVICE LEVEL AGREEMENT WITH SCHOOL

7.1. Details of this have been emailed to the School by Mrs Miller.

ACTION: School Business Manager to advise to next meeting when presenting budget monitoring information.

8. REPORT RE LINK GOVERNOR VISIT

8.1. Mr Martin Doré reported re a visit to the School on 12/10/2016 to review the use of pupil premium funding (written report tabled). He noted that an action plan received from the School demonstrated a secure grasp of the use of this funding which will be reviewed as needs change. There are currently 200 children on roll in receipt of premium funding, about 1/3 rd of the School, which is high in relation to national averages. He asked to visit again to include seeing an intervention noting that governors do need to be au fait with this area. He recorded his thanks to Mrs Daly and Ms Jean for the information and advice given to him about this issue.

9. DATE AND TIME OF NEXT MEETING=DRAFT AGENDA ITEMS

9.1. Date and Time of Next Meeting

-Monday 14 November 2016 at 5pm at the School.

9.2. Draft Agenda Items to Include

- Curriculum Presentation re Inclusion: Ms Hawkins to present.
- Budget Monitoring Report 2016/17 and Financial Information: School Business Manager to present.

10. ANY OTHER BUSINESS

10.1. Parent Volunteers in School

The Headteacher reported that a literacy lead teacher has been advertised whose role will include the training of parent volunteers once Disclosure and Barring Service checks have been completed.

This involvement by parents is very much welcomed by the School.

10.2. School Council

Ms Britton reported that an active Council has now been established and briefed about a number of things including the role of the Governing Board. Governors are invited to visit a future meeting.

The meeting closed at 6.45 p.m.

Chair: (print)

..... (sign)

Date:

Chair of Governors Initials:
