

**MINUTES OF A MEETING OF THE DOWNSSELL PRIMARY SCHOOL GOVERNING BOARD HELD ON MONDAY 19 SEPTEMBER 2016 AT 5.00 PM AT THE SCHOOL**

Present: Mr Thissa De Silva(Vice Chair in the Chair)- Co-opted Governor

**Parent Governor**

Mrs Kristina Barkute-Chakhanashvili

**Co-opted Governors**

Mr Mandeep Hothi

**Staff Governors**

Mrs Karen Britton

**Headteacher (Voting)**

Mr Deena Chetty

Clerk to the Governors: Mrs Caroline Russell

Also present: Mrs Leonie Daly, Deputy Headteacher  
Ms Claretta Jean, Assistant Headteacher  
Ms Marina Kaloki, School Business Manager

**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 Martin Dore.

1.3 Quorum

The Clerk confirmed that the meeting was quorate.

**2. DECLARATIONS OF INTEREST**

2.1 Pecuniary Interest Forms

2.1.1 Completed forms were returned to the Clerk for processing by Governor Services..  
**ACTION:** Clerk/Governor Services.

2.2 Declarations of Interest in any Current Agenda Items

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

**3. ELECTION OF CHAIR AND VICE-CHAIR OF THE GOVERNING BOARD**

3.1. Election of Chair for the Academic Year 2016/17

Mr Martin Dore was elected chair in absentia. (Proposed by Mr Mandeep Hothi and seconded by Mr Thissa De Silva-election conducted by the Clerk).

3.2. Election of Vice-Chair for the Academic Year 2016/17

Mr Thissa De-Silva was elected vice-chair. (Proposed by Mrs Karen Britton and seconded by Mrs Kristina Burkate-Chakhanashvili-election conducted by the Clerk in the absence of Mr Dore, Mr De-Silva chaired the meeting.

#### 4. **GOVERNING BOARD**

##### 4.1. Governing Board Membership

A vacancy for a parent governor was advised by the Clerk, the vacancy to be advertised by the School and an election conducted if necessary.

**ACTION:** School. Headteacher to ask for guidance re conduct of election from Governor Services if guidance not located in office.

##### 4.2. Enhanced Disclosure and Barring Service Checks

The Clerk advised that these checks are mandatory from September 2016.

**ACTION:** Headteacher/School Business Manager to check school records and arrange for checks to be done if necessary.

#### 5. **MINUTES**

##### 5.1. Minutes of the Last Governing Board Meeting Held on 11 July 2016

These were received and accepted. A copy was signed by Mr De-Silva for retention by the School. The need for retention of signed minutes in School was advised by the Clerk in event of LBWF audit or OFSTED inspection.

**ACTION:** Governor Services asked to check whether they hold any signed minutes and School to note for future reference.

##### 5.2. Matters Arising

###### 5.2.1. Cost of School Meals

It was reported that a price increase from £1.85 per paid meal to £2.05 had been applied by the School in June with no complaints received from parents.

Subsequently, however, LBWF School Catering Service had increased the price per meal to £2.16 so the school is currently subsidising school meals.

**ACTION:** School Business Manager to analyse income and expenditure on meals and present with a recommendation for a further increase with the budget monitoring report to be presented to the November FGB meeting.

###### 5.2.2. Religious Observance of Eid Holidays

It was noted that this affects a significant number of pupils in school with the potential for a detrimental effect on attendance statistics.

**ACTION:** School Leadership Team to discuss and Headteacher to make a decision regarding local closure, notifying parents and the Local Authority. (May be possible to adjust staff INSET days).

###### 5.2.3. Change to Nursery Start Times

Proposed changes were implemented by the School with effect from September 2016 with no adverse feedback received from parents.

###### 5.2.4. School Development Plan

This has been circulated in the draft with amendment ongoing based on school targets arising from recommendations made following OFSTED inspection. The Headteacher noted that the plan outlines the targets including details of how, when and who will be affected.

**ACTION:** Headteacher to circulate to all governors following further amendments.

###### 5.2.5. Governor Services Service Level Agreement

**ACTION:** Governor Services are asked to advise the cost and level of this to the School.

5.2.6. Other Service Level Agreements

These will be advised by the School Business Manager to the November FGB meeting, noting that these have already been contracted for this financial year. Advice in November will facilitate any review necessary for next financial year.

**6. GOVERNING BOARD CODE OF CONDUCT**

- 6.1. Completed forms were returned to the Clerk for processing by Governor Services.  
**ACTION:** Clerk and Governor Services.

**7. CHAIR'S ACTION**

- 7.1. Amendment to Nursery Opening Hours  
It was noted that this had been actioned as above.

**8. SCHOOL ITEMS**

8.1. Photocopiers

- 8.1.1. Advice was received from the School Business Manager (SBM) that the machines currently used by the School are nearing the end of their useful life. Consequently, SBM has considered a number of alternatives in use elsewhere including networking of computers to print centrally on input of a security digit code. It is hoped that this will reduce paper, copying and printer and toner costs, maintain confidentiality and access to machines which will be located in the office and on the ground and 1<sup>st</sup> floors.

- 8.1.2. Advice was received and discussed from the Clerk regarding the need to comply with LBWF Financial Regulations regarding leasing. SBM stated that the proposed solution complies with Financial Regulations as an operating lease. Other IT in school will be progressively upgraded as the budget permits and following an IT section in the School Development Plan.

- 8.1.3 SBM indicated that 3 competitive quotes had been obtained with the quote received from Sharp recommended as offering best value re lowest copy costs and 4 hour turnaround for maintenance/breakdown issues. Governors unanimously **AGREED** to accept this recommendation.

8.2. Breakfast Club Proposal

This was circulated and discussed the proposal being to increase the current 40 free places to include 40 additional paid places in order to respond to unmet local need and as a punctuality and recruitment incentive to the school which currently has a number of vacant places. The facility can also be used by parents and staff with a weekly Friday offer of a cooked breakfast to be made, the cost to be subsidised from the weekly paid places. The children will be involved in making and spreading toasts etc. The quality of the food to be provided was discussed with an undertaking given that the food offered would be of good quality, Halal compliant and prepared as healthily as possible. Families in need will be targeted with the Club to be revamped. Separate discrete lists will be maintained for paid and free meals with advance online payment offered to parents. Governors unanimously **AGREED** to accept the proposal.

8.3. Amended School Development Plan

This will be circulated by the Headteacher to governors as soon as possible.  
**ACTION:** Headteacher.

8.4. Free Staff Tea and Coffee

A proposal was made regarding this by the School Business Manager as a staff recruitment and retention incentive for next financial year. This was **AGREED** by governors in principle subject to budget constraints.

**ACTION:** School Business Manager to make a proposal to the November FGB meeting but can go ahead in the interim.

8.5. Monitoring Schedule

This was presented by the Headteacher as a means of holding staff to account for school improvement priorities. The schedule shows the person responsible, timescale, impact and outcomes. The plan has been agreed with the Director of School Effectiveness and was unanimously endorsed by the Governing Board.

9. **GOVERNING BOARD SKILLS ANALYSIS**

9.1. A proforma was provided by the Clerk to Mr De Silva for completion and return to Governor Services.

**ACTION:** Mr De Silva and Governor Services.

10. **GOVERNING BOARD ANNUAL CYCLE OF BUSINESS**

**ACTION:** Governor Services are asked to email a proforma to the Headteacher for guidance re the content of future agendas.

11. **GOVERNORS' TRAINING**

11.1. Receipt of the current LBWF training programme was acknowledged with governors encouraged by the Clerk to avail themselves of courses e.g. induction training and Headteacher performance management.

12. **GOVERNING BOARD COMMITTEES**

12.1. Membership of Statutory Committees

It was **AGREED** that these i.e. Governor Discipline Committee, Staff Discipline, Grievance and Dismissal Appeals be convened on an ad hoc basis as necessary from a eligible governors drawn from a pool of the entire Governing Board.

12.2. Headteacher Performance Management

It was **AGREED** that Mr Dore, Mr De Silva and Mrs Barkute-Chakhnashvili would serve as performance management reviewers with advisory support to be identified by the Headteacher following an impending meeting with the School Improvement Advisor.

**ACTION:** Headteacher to contact governors re available dates and arrange advisory support.

12.3. Size of Governing Board

This was discussed at the meeting, with concern expressed that the current Board is too small to be effective and sustainable. Advice was received from the Clerk regarding the current DFE view that smaller Governing Boards are considered to be more dynamic and sustainable, that the present size of the Governing Board followed a recent reconstitution as a legal process which should not be quickly repeated without due trial of the new arrangements and that the LA can supplement the Board on occasion if necessary. Further discussion followed, it being **AGREED** to meet monthly with a detailed focus identified for each meeting e.g. curriculum, finance.

- 12.4. Committee Terms of Reference  
Not considered as not applicable given the decision that the full Governing Board will meet approximately monthly.

**13. LINK GOVERNOR RESPONSIBILITIES**

- 13.1. Governors **AGREED** to serve as follows:  
**Pupil Premium:** Mr De Silva  
**Special Educational Needs:** Mr Dore or parent governor to be elected.  
**Maths:** Mr De Silva  
**Health and Safety:** Mrs Barkute-Chakhanashvili.  
**Sports:** Mr De Silva.  
**Child Protection:** Mr Hothi.

**14. SCHOOL POLICIES**

- 14.1. Statutory and School Based Policies  
School staff advised that school-based policies have been updated recently with further review dates due in January/February 2017. Regarding statutory policies the Clerk advised that a list of these may be accessed online.
- 14.2. School Complaints Policy  
The Headteacher advised that the School will follow the current LBWF model policy. The Clerk noted that DFE guidance in this area has recently been updated so any complaints should be considered consistent with this also as a protection for the School should any complaint be escalated.

**15. ANY OTHER BUSINESS**

- 15.1. School Place Provision Locally  
The Headteacher expressed concern about current proposals to open a further primary school locally given that Downsell Primary already has a number of vacant places. Further provision locally may well exacerbate this with adverse financial implications for the School. However, in response, the School is working hard to market itself proactively with School strengths identified in relation to special educational needs, breakfast club, wrap around care, extended day provision for after school club, a nursery provision and good quality teaching and learning. The School website will need to be redesigned.
- 15.2. Caretaker's House  
The School Business Manager (SBM) advised that this has been demolished with final handover pending. A meeting is scheduled with HCP for handover in October but access/site security issues remain.  
**ACTION:** SBM to raise the security of the site with Kier.
- 15.3. Tree Root Damage to School Wall  
A meeting is scheduled with HCP for handover in October but safety issues remain. SBM advised that tree surgery works are needed to try to deal with this (issue raised by Kier).  
**ACTION:** SBM has raised the safety issue of the site with Kier.

**16. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

- 16.1. Schedule of Future Meeting Dates

**Monday 17 October 2016-5pm-School.:** Focus on curriculum including Headteacher's Report and School Development Plan.

**Monday 14 November 2016-5pm-School:** Focus on finance including budget monitoring report, service level agreements, staff tea and coffee proposal.

**Monday 6 February 2017-5pm-School:** Focus on policy review.

**Monday 27 March 2017-5pm-School.**

**Monday 8 May 2017-5pm-School.**

**Monday 17 July 2017-5pm-School.**

**ACTION:** Governor Services to note including additional of meeting on 17/10/2016.

16.2. Future Governors' Briefings

This are scheduled for Wednesday 19 October 2016 and Wednesday 1 March 2017 at Waltham Forest Town Hall (Council Chambers), Forest Road, E17 4JF, 6.30-8.00 p.m.

The meeting ended at 7.00 p.m.

Chair: ..... (print)

..... (sign)

Date: .....