



EDWARD WILSON

PRIMARY SCHOOL

Edward Wilson Primary School Governing Body

Minutes of the meeting of the Governing Body held at Edward Wilson Primary School on 12th October 2016 at 6pm.

Members:
(*Absent)

	Name	Post
	Jude Lockett	Chair
	Darren Guttridge	Head Teacher
	Mary Amayo	
*	Aalaa Al-Memar	
*	Hana Issa	
*	Tom Jennings	
	Cory Smith	
*	Edward De Minckwitz	
	David Goss	Vice-Chair
	Agnieszka Sanchez-Sawicka	
	Simon Mair	
*	Shane Brogan	

Also present:

Nadia Williams	Acting Clerk to the Governing Body
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ITEM NUMBER	ITEM	ACTION OWNER
1/16	APOLOGIES FOR ABSENCE	
	Apologies for absence were received from Ms Al-Memar, Ms Issa, Mr Jennings, Mr De Minckwitz and Mr Brogan.	
	RESOLUTION: In accordance with the School Governance Regulations the Governors decided to give their consent to the absence of each governor not present.	

	Review of Sub Committee Terms of References (TOR) The governing body reviewed and agreed to adopt the Sub Committee TORs.	
	RESOLUTION: <ul style="list-style-type: none"> • Noted the appointment of Mr De Minckwitz and Mr Jennings as Chair and Vice-Chair of CCC. Chair to contact Mr De Minckwitz. to confirm his appointment • Noted Mr Goss would be appointed as Chair of Resources Committee at the next meeting and Ms Amayo was approved as committee member. • Noted Mr De Minckwitz and Mr Jennings as Link governors for Children. • Approved Code of Conduct signed by all governors present. • The Standing Orders to be adopted at the next GB meeting. • Approved and adopted Sub Committee TORs. 	
4/16	MINUTES OF LAST MEETING	
	RESOLUTION: The minutes of the meeting of the Governing Body held on 6 th July 2016 were agreed as a true and correct record of proceedings and signed by the Chair.	
5/16	MATTERS ARISING FROM THE MINUTES	
	<p>Membership of Panels and Committee – Minute 3/16: Covered above.</p> <p>Head Teacher’s Report to Governors – Minute 10/16: The HT reported that long term finance would be included in the SDP.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Mock-Sted report - HT to re-send to all Governors. • Collaboration – Covered in item 3/16 (e) above. • Pupil Premium and Training log – Agenda items for this meeting. • Revised budget – Agenda item for this meeting. • HT/PM – External consultant to be agreed and dates to be set – On-going (Ms Sanchez-Sawicka to pursue). • 2016/17 Visits schedule – Agenda item. • Summary of GB Self-Evaluation - Had been circulated and agenda item for this meeting. It was noted that this would be an on-going process. • Matching of Policy Schedule with previous meetings – The GB agreed the circulated Policy schedule subject to amendments. The HT would send updated version to action as above. • DBS Checks – These had been completed. The GB agreed to review every three years (as was the case for teachers) but the HT would check to confirm. The Chair would investigate how often electronic checks would need to be reviewed. <p>All other actions had been completed.</p>	<p>HT/Clerk</p> <p>HT/ Chair</p>
	RESOLUTION:	

	<ul style="list-style-type: none"> • Policy Schedule approved subject to amendments. Amended version to be sent to the Clerk to action as above. 	
6/16	CHAIR'S ACTION	
	There was nothing to report.	
7/16	REPORT OF THE HEADTEACHER	
a)	<p>Governors received the termly written report from the Head teacher. The report had been circulated with the agenda.</p> <p>The GB discussed the fall in the number of pupils on the school roll and some of the issues that have had an impact. Edward Wilson was not alone, as all schools in the area were being affected, particularly in early years.</p> <p>Opening Nursery January 2017</p> <p>It was noted that, as part of the new advertising campaign, the cost of advertising on buses and leaflets to attract parents to apply for reception places had been explored. The GB agreed that falling pupil roll should be a standing item on the agenda for the Resources Committee.</p> <p>A Governor questioned whether families were being forced to move out of the area as a result of housing policy. The GB discussed that providing affordable accommodation for families was an issue and would continue in general as areas developed.</p> <p>Attendance</p> <p>Attendance was noted to be an issue, affected particularly by families returning late from holidays and sickness bugs. Children arriving late were also impacting on attendance, currently at 96.9%. The HT had signed 16 warrants to date this year.</p> <p>The HT clarified the period in which attendance was measured in response to a question.</p> <p>Another Governor was of the understanding that the issue of parents taking children out of school on holidays/returning late had improved. It was noted that the way forward would be through educating parents of the importance of attendance.</p> <p>2016-17 End of Year Targets</p> <p>It was noted that there had been an increase in Good Level of Development (GLD) for Early Years. With a lower starting cohort in reception, the aim was for higher results at KS1 this year. The Chair asked about the KS1 targets for last year. The HT confirmed 70% for reading with 70% combined.</p> <p>Quality of Teaching and Learning</p> <p>The target for Quality of Teaching and Learning was noted at 100% good.</p>	Clerk

	<p>Nursery Spaces 2016-17</p> <p>The Chair questioned the decision to move to two form entries in the nursery in light of the decline in nursery spaces. The HT explained that there were 20 pupils on the waiting list to begin in January 2017 and although there would be cost implications for a supply teacher, the money received for these pupils would safeguard the nursery.</p> <p>The Chair asked whether parents' approval would be required for their children to remain in the Nursery for a further academic year. It was noted that parents had the right to request for their children to be held back an academic year but at HT's discretion.</p> <p>Premises</p> <p>The Local Authority (LA) had led the tendering process and accepted a contractor to repair faulty emergency lights at the school. The LA had been approached to cover £34k of the quote, and Governors had agreed to only pay £15k. The HT would now pursue the LA for agreement to pay additional costs of school cover that the tendering process did not include.</p> <p>Exclusions – Single half day for a year (Yr) 4 pupil who was collected by their parent and therefore not considered an exclusion.</p> <p>School Excursion – Year 6 students would be visiting St Pauls' Cathedral.</p> <p>School Assemblies –Wednesday / Friday 14th/16th December 2016 after lunch. A Governor asked about the dates for the presentation of Governors' awards and they were noted as the last Friday of each half/ term. For this half term Friday 21st October 2016 at 2pm. Mr Mair would be making the presentations on this date.</p> <p>Carol Service – Friday 16th December Carol service.</p>	SM
b)	<p>Summary of Reading Actions</p> <p>The <i>Summary of Actions to Raise Pupil Outcomes in Reading</i> had been circulated with the agenda.</p> <p>The HT reported that the following day was National Census Day. He highlighted that English was an additional language (EAL) for many pupils at the School. National data for this area would not be available.</p> <p>The HT raised the following considerations to note:</p> <ul style="list-style-type: none"> • Results for Yr 6 had been disappointing but standards were higher across the school than had been reflected. • Pupils could access various reading materials • Monitoring of pupils was by listening to them reading and questioning them about what they had read. • 21st November 2016 'Teaching and Learning' review to be undertaken by a reading expert. <p>A Governor suggested that the reading scheme should be recommended to include the debating society. The HT advised that the confidence in</p>	

	<p>pupils speaking ability was yet to be developed.</p> <p>Another Governor suggested that consideration should be given to having a debating club run internally by staff. The HT agreed that a lunch time club could be set up and that this was currently being reviewed.</p> <p>Governors discussed the fact that debating society was more common in secondary schools but acknowledged that there was a need for pupils to gain experience in speaking.</p> <p>Mr Mair reported that he had attended the school on the previous day and met with Ms Sanchez-Sawicka and Ms Page and Ms Costello-Tully to participate in drafting a Subject Action Plan, which identified areas of focus.</p> <p>As part of the plan in place to support teachers, the Chair of GB had been requested to attend a Parents Evening.</p>	
	<p>RESOLUTION:</p> <ul style="list-style-type: none"> • That the report be noted. • Falling pupil roll to be a standing item on the Resources Committee • Approval of 2016-17 End of Year Targets • Approval for two form entry in the Nursery • Approval for January 2017 intake of Nursery pupils to remain in the Nursery for a further whole academic year • Ms Sanchez-Sawicka and Mr Smith to circulate a list of forthcoming dates of school activities for Governors to note their availability. • HT to consider setting up a school Debating Society as part of the review of clubs. • Chair of GB to attend a Parents Evening 	ASS/CS Chair
8/16	FINANCE	
a)	<p>The revised 2016-2017 budget had been circulated with the agenda.</p> <p>It was noted that improvement to school resources had contributed to the in-year deficit. This had been approved and signed by the Chair of GB and the HT.</p> <p>Financial Status – The Chair of GB was keen to have an in-year balance and to have a contingency plan for reducing this deficit. It was noted that the Finance Committee would be reviewing various budget planning scenarios.</p> <p>Reduced Budget - A Governor commented that a review of the teaching staffing structure had led to one less member of teaching staff. The HT explained that fewer children had led to the receipt of reduced funding. The GB also acknowledged that increase in the on-cost of staff had impacted on funding and agreed that the changes in funding should be communicated to staff by the GB.</p> <p>GB update to staff - The HT suggested that it would be useful to use the next CCC meeting as a Learning Walk to give Governors the opportunity to meet staff members. This was agreed as an action for all morning CCC</p>	

	meetings. Governors discussed key issues discussed at each GB meeting being given to teachers at a Briefing Breakfast meeting held on Fridays from 8.30am. It was agreed that the Chair would attend the first meeting this Friday and give a verbal update with regard to staffing and resources.	Chair
b)	<p>Approval of Pupil Premium Spend and Report</p> <p>The <i>Edward Wilson Primary School Pupil Premium Report 2016-17</i> had been circulated with the agenda.</p> <p>The Chair of GB reported that it had been drafted following the CCC meeting. The GB noted that the report set out to demonstrate how PP spend was being better targeted. The report would be revised to remove names.</p>	
c)	<p>Cleaning Contract</p> <p>The quote for the cleaning contract had been circulated with the agenda. The GB agreed the quote from Julius Rutherford subject to the actual quote and schedule being reviewed by the Chair and Vice-Chair of GB.</p> <p>In response to a Governors question about whether actual quotes had been reviewed, the HT confirmed that like –for—like invoices had separately been reviewed. It was noted that the schedule of quotes would be included in the future.</p>	
	<p>RESOLUTION:</p> <ul style="list-style-type: none"> • Chair to attend Staff Breakfast meeting on Friday 14th October at 8.30am. • Pupil Premium Spend Approved and report noted subject to removing names. • Cleaning Contract Approved for Julius Rutherford subject to the Chair and Vice-Chair of GB reviewing the quote schedule. 	
9/16	TARGET APPROVAL	
	Covered in item 7/16 above.	
10/16	SCHOOL DEVELOPMENT PLAN (SDP) AND SEF	
	<p>The <i>Draft SDP 2016-17 and Self-Evaluation Summary Sheet: Evaluation 2015-16</i> had been circulated prior to the meeting.</p> <p>Governors reviewed the SDP and noted that it had been created prior to the receipt of validated data.</p> <p>The HT reported that the SDP was more robust, focussed and based on appraisal.</p> <p>It was noted that a list of Link Governors should be included. Governors were requested to email comments to the HT who would revise and circulate updated version to all.</p> <p>In response to a query from the Chair of GB regarding the number of pupils in</p>	HT/all Governors

	receipt of PP in Yr 2, the HT confirmed the number as two.	
	RESOLUTION: <ul style="list-style-type: none"> • School Development Plan approved subject to revision. • Governors to send comments to HT who would email revised document to all. • SEF approved. 	
11/16	PAY AWARD	
a)	The <i>Model Pay Policy for Schools (September 2016)</i> and the <i>Implementing Teachers Pay from 1st September 2016</i> papers had been circulated with the agenda. The GB requested the remaining Pay Award documents to be circulated to all Governors for information.	Clerk
b)	The Pay Award had been approved by the Resources Committee. With Option 2 - a 1% increase being approved. The GB approved the Pay policy.	
	RESOLUTION: <ul style="list-style-type: none"> • Option 2 and 1% increase ratified. • Pay Policy approved. 	
12/16	PERFORMANCE MANAGEMENT/APPRAISAL ARRANGEMENTS	
a)	The HT reported that teaching staff performance appraisal would be completed by the 31 st October 2016. Additional support would be provided to teachers in danger of not meeting their targets. The process would be completed by June/July 2017.	
b)	The Chair of GB confirmed that arrangements were being made for the HT's Performance Management meeting. The external adviser to the GB would be Pauline Hargreaves from the LDBS, with attendance by The Chair and Vice-chair of GB, as well as an officer from Education Services.	
	RESOLUTION: Noted.	
13/16	MINUTES AND REPORTS OF COMMITTEES AND WORKING PARTIES	
	Resources Committee The Committee met on 22 September 2016. A verbal update of issues discussed at the meeting was given as follows: <ul style="list-style-type: none"> • Breakfast clubs • Performance Management– 100% good • Falling nursery roll • Decision to complain about the private nursery on school grounds – letter drafted to the Council to advise of the proposal to serve notice • ER unit working satisfactorily • Finance - details regarding £40k gap provided • Resources spending and budget provisions reviewed • Clubs not running on budget • Asbestos – No danger in classrooms 	

	<ul style="list-style-type: none"> • Pay policy discussed • Staff retention – to be kept under consideration. <p>Children, Community and Curriculum Committee</p> <ul style="list-style-type: none"> • Elections • SDP • EA children – issues/challenges. Books and support provided • Unsuccessful in securing the appointment of a lollipop lady • Early years and toileting – requirement for additional support • School visits • PP plan - agenda • RAISEonline data – not available- data to be reported to the January 2017 meeting • attendance • Community engagement – press release • Managing website – on-going • PTA role – steps taken to raise parent awareness • Single central register - agreed to change policy to state where possible contractors would be required to be DBS checked • Updated mission statement and home school agreement. 	
	<p>RESOLUTION: Noted.</p>	
<p>14/16</p>	<p>ASSESSMENT</p>	
	<p>The <i>SATS 2015-16 Summary</i> documents had been circulated prior to the meeting.</p> <p>The HT referred to the data presented for the last four years for KS1 and KS2. He highlighted that progress made in reading was low for 2016 at -1.7 but above the national average (NA) in Writing and Maths with a 4% increase.</p> <p>In response to a Governor’s question, the HT explained that there had been a decrease in the NA in the previous year to 66%. The gap between the school and the NA had increased. Reading was a major subject area where the gap was prevalent at 20% between the school and the NA.</p> <p>The HT advised that the new assessment system would be presented to the GB at the next meeting.</p> <p>A Governor suggested that it would be useful for staff to also have the data of their year groups. The HT advised that there was a workshop for subject leaders, a data workshop would be provided this year to review the RAISEonline data.</p>	<p>HT</p>
	<p>RESOLUTION:</p> <ul style="list-style-type: none"> • Noted. • HT to set up workshop for governors to review the RAISEonline data. 	

15/16	BREAKFAST /AFTERSCHOOL CLUBS	
	It was noted that this item would be included in the confidential section of the minutes.	
16/16	GOVERNOR VISITS	
	<p>The following Governors' visits were scheduled:</p> <ul style="list-style-type: none"> • Mr Mair – Friday 21st October 2016 and returning to conduct a review at a later date. • In his absence, it was noted that Mr Brogan would be expected to make a visit before end of December 2016. • Mr Smith would be visiting on 14th December 2016. <p>It was noted that the Chair of Governors would circulate an updated schedule of visits to all Governors for information.</p>	
	RESOLUTION: That the reports of Governor Visits be noted.	
17/16	POLICIES	
	The HT would circulate the Policy schedule to all Governors. The Policy schedule would be reported to the next Resources Committee meeting.	HT
	RESOLUTION: As above.	
18/16	GOVERNOR TRAINING AND DEVELOPMENT	
a)	<p>The Chair of GB urged Governors to review and attend relevant courses in the Training and Development programme.</p> <p>The Chair had attended an Early Years course.</p>	Chair/all Governors
b)	<p>Mr Mair expressed an interest in attending a Safer Recruitment course.</p> <p>The Chair would circulate Google doc training schedule for all Governors to include courses and training attended. Governors were urged to attend Prevent and Safeguarding courses.</p>	
c)	No convenient Chairs of Governors Leadership Development training for Chairs of Governors were available.	
d & e)	Noted.	
	<p>RESOLUTION:</p> <ul style="list-style-type: none"> • That the reports of Governor Training be noted. • All Governors to attend Prevent and Safeguarding courses. 	
19/16	TRI-BOROUGH CHAIR'S FORUM UPDATE	
	The Chair had not attended the last meeting.	
	RESOLUTION: Noted.	

20/16	DATES OF FORTHCOMING MEETINGS	
	Governing Body Meeting: The GB agreed to change the next meeting on 15 th December to 13 th December 2016 at 6pm.	
	RESOLUTION: The Chair to email all Governors to confirm the change of date for the next GB meeting to 13th December 2016.	
21/16	ANY OTHER URGENT BUSINESS	
	None.	
22/16	CONFIDENTIAL ITEMS	
	See confidential minutes.	

The meeting closed at 8.14pm

CHAIR _____ DATE _____