

Edward Wilson- Full Governing Body – 16th march 2016

Actions List

Minute Number	Action	Owner	Comment	Deadline	Complete
3/16	New website to launch at Easter and would include Governor details in line with the statutory requirements	A.S-S	Clerk to help in terms of the attendance record	Before the Easter Holidays	
6/16	H/T to circulate the Mock-Sted report			ASAP	
6/16	Collaboration with local Schools – H/T to continue pursuing			On-Going	
6/16	Admissions – Review Summer Term			Next FGB	
6/16	Ms Al-Memar to attend the Coffee mornings as part of governor visit - report to go to the next CCC meeting			ASAP Next Meeting	
8/16	SLA's deferred to next FGB meeting A list of procured services to be included at the Resources meetings.	Clerk Finance Officer	Ensure item included on agenda and SLA document	Next FGB deadline Next Resources meeting	
9/16	Budget papers to be included in future FGB agenda packs	Finance Officer (H/T)	Ensure papers are sent to the clerk by the deadline	By despatch deadline for meetings	
10/16	SFVS to be submitted to the LA	Finance Officer (JL support)		By 31 st March	
11/16	Attendance to remain a standing item on the CCC agenda	Clerk	Include on agenda		
11/16	Clerk to amend date of next	Clerk			Yes

	meeting to 3 rd not 13 th March				
13/16	Pupil Premium to be reported differently to clearly demonstrate on where and how funding was being spent	H/T	Send Clerk document for enclosing in the next agenda pack	By despatch deadline	
13/16	Gifted and Talented Lead to attend and provide a report at the next CCC meeting	Chair Clerk	Arrange with the Lead and send report to Clerk Include on agenda	Next CCC meeting deadline	
13/16	Next year's SDP to include a time line that could be ticked off when areas were completed	H/T		When SDP agreed	
13/16	H/T to forward most up to date SEF to the Chair	H/T		ASAP	
15/16	Clerk to forward Resources minutes to the Chair	Clerk		ASAP	
16/16	Early Years Profiles to be included on the agenda for CCC	Chair	Send to Clerk	Next CCC deadline	
17/16	Mr Patel agreed to update the training log		To include recent sessions attended by Governors	ASAP	
17/16	Governors to advise the Chair if there were any training sessions they felt would benefit them as a group			ASAP	
19/16	Resources meeting 23 rd June to be rescheduled – date to be agreed via doodle	Chair		ASAP	
19/16	Clerk and Chair to liaise regarding dates for the next academic year			Before the Summer Term meeting	

19/16	Away Day/Chairs Strategic planning session - date to be agreed via doodle		Academisation – Pros and Cons to be looked at	On-Going	
20/16	The Key membership - H/T to follow this up and find out if it had been renewed	H/T		ASAP	
20/16	forward dates of Academy conference to the Chair	MA		ASAP	
20/16	<p>Student Voice letter costings to be included on the agenda for the next resources meeting</p> <p>Forward electronic letter to Clerk</p> <p>Resources Committee to review/approve costs</p> <p>Governors to write a response to the Student Voice advising of their decisions and the outcomes</p>	<p>Clerk</p> <p>CS</p> <p>DG</p> <p>Chair</p>	Include on agenda	Next Resources meeting	



EDWARD WILSON

PRIMARY SCHOOL

Edward Wilson Primary School

Minutes of the meeting of the Governing body held at Edward Wilson Primary School on Wednesday 16th March 2016 at 6.00pm.

Members:

(*Absent)	Name	Post
	Jude Lockett	Chair
	Darren Guttridge	Headteacher
	Mary Amayo	
	Aalaa Al-Memar	
*	Hana Issa	
*	Tom Jennings	
	Cory Smith	
	Sunil Patel	
	Edward De Minckwitz	
*	David Goss	Vice Chair
	Agnieszka Sanchez-Sawicka	

Also present:

Natasha Stroud	Clerk to the Governing Body
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ITEM NUMBER	ITEM	ACTION OWNER
1/16	APOLOGIES FOR ABSENCE	
	Apologies were received from Mr David Goss, Ms Hana Issa and Mr Tom Jennings. It was noted that Mr Ed De Minckwitz would arrive late.	
2/16	DECLARATIONS OF INTEREST	
	There were no declarations of interest.	
3/16	WEB PUBLICATION OF GOVERNORS' DETAILS	
	Declaration details were uploaded on the website.	

	<p>It was noted that anyone who had served as a Governor over the past 12 months should be included on the website – this should include full names, dates of appointment, term of office, date stepped down where applicable, who appointed them and their attendance record.</p> <p>It was asked that Ms Sanchez-Sawicka ensure this information was included along with declarations when the new website is launched at Easter. The Clerk agreed to help Ms Sanchez-Sawicka with the attendance data.</p>	
	RESOLUTION	
	<p>Declarations included on website</p> <p>New website to launch at Easter and would include Governor details in line with the statutory requirements</p> <p>Clerk to help Ms Sanchez-Sawicka with the attendance data</p>	
4/16	CONSTITUTION AND APPOINTMENTS	
	<p>Mr Patel advised that he was moving to the USA in the summer and once this was finalised he would be stepping down as a Governor. Governors were happy for Mr Patel but felt that it was a shame for him to leave as his input to the GB was invaluable. The Chair asked if Mr Patel would be interested as becoming an Associate member appointed to a Committee and could take part in meetings via skype. This would be considered.</p> <p>The Chair advised that she had been in contact with prospective Governors. 3 candidates had been informally interviewed by telephone and there was one more to do. The skills they had would be useful to the GB and it was hoped that 2 could be co-opted and an additional to be appointed as an Associate Member. A doodle-poll had been sent to arrange face2face interviews.</p> <p>Mr Patel agreed to work with the Chair on Induction packs etc. when required.</p>	
	RESOLUTION	
	<p>Mr Patel would be stepping down as a Governor in the Summer Term</p> <p>Chair taking necessary steps to fill vacancies</p>	
5/16	MINUTES OF THE PREVIOUS MEETING	
	<p>The minutes of the meeting held on 14th December 2016 were agreed as a true and accurate record and were signed by the Chair.</p> <p>The minutes of the Extra-Ordinary meeting held on 7th January 2016 were agreed as a true and accurate record and were signed by the Chair.</p> <p>It was noted that Ms Sanchez-Sawicka had not been made aware that she was required to attend the EGM on 7th January and apologised for not attending. It was explained that this was arranged at short notice and was regarding policy approvals, consent for absence was given.</p>	
	RESOLUTION	
	Minutes approved and signed	
6/16	MATTERS ARISING	
	The Chair asked if the recent Mock-Sted report had been circulated. The H/T agreed to circulate this asap.	

	<p>3/15 – Collaboration with schools – The H/T advised that he had met the H/T and SLT of a local school but this had been put on hold due to issues at the local school. This would be pursued and was on-going.</p> <p>6/15 – Office needs – this had been put on hold at present further update would be given when available.</p> <p>6/15 – Twitter – The H/T explained that due to the restrictions using Social Media on the School network he had set up a twitter account using a personal email address but this needed to be re-set. A discussion took place on what Twitter would be used for. It was agreed it would need to have a purpose and should be used to share what Year Groups had been up to etc. It was agreed Ms Sanchez-Sawicka would take responsibility for this and would set up a new account. If pictures were to be used the School needed to ensure they were acting in accordance to the Safeguarding policy.</p> <p>6/15 – Gap between Boys and Girls – Monitoring was on going.</p> <p>12/15 – Admissions – Review Summer Term</p> <p>14/15 – Visits – Schedule was re-circulated. Ms Al-Memar would attend the Coffee mornings as part of her visit and the report would come to the next CCC meeting.</p> <p>All other actions were completed.</p>	
	RESOLUTION	
	<p>H/T to circulate the Mock-Sted report</p> <p>Collaboration with local Schools – H/T to continue pursuing</p> <p>Admissions – Review Summer Term</p> <p>Ms Al-Memar to attend the Coffee mornings as part of governor visit - report to go to the next CCC meeting</p>	
	Mr Ed De Minckwitz arrived at 6.15pm	
7/16	CHAIRS ACTION	
	Nothing to report.	
8/16	SERVICE LEVEL AGREEMENTS AND CONTRACTS	
	<p>The LA Service Level Agreements had been delayed. This item would therefore be deferred until the Summer Term FGB meeting.</p> <p>A list of procured services to be included at the next Resources meeting</p>	
	RESOLUTION	
	Item deferred until Summer Term FGB meeting	
9/16	BUDGET UPDATE	
	<p>There were no budget papers included in the agenda pack. A report was given under Resources - item 11 on the agenda.</p> <p>Budget papers would be included in future agendas</p>	
	RESOLUTION	
	Budget update given under item 11	

	Budget papers to be included in future agenda packs	
10/16	SFVS	
	<p>This was updated by the Chair and Finance Officer but track changes had not been saved on the document.</p> <p>The Chair gave an explanation of the document and requirements.</p> <p>The Governing Body approved the SFVS subject to the amendments that were made being saved. The Chair would liaise with the Finance Officer and ensure the document was finalised and submitted to the LA by 31st March 2016.</p>	
	RESOLUTION	
	<p>SFVS approved by Governors subject to the track changes being saved to match the amendments that were agreed.</p> <p>SFVS to be submitted to the LA by 31st March 2016</p>	
11/16	MINUTES AND REPORTS FROM COMMITTEES	
	<p>The Committee minutes were included in the agenda pack and read and noted by Governors.</p> <p>The Chair of the CCC gave a report to Governors.</p> <ul style="list-style-type: none"> • Presentation on Maths – positive feedback from school partners • After School Club – positive feedback • English Literacy Curriculum – spent time reviewing and moving forward • Looked at STEAM and Parent Engagement • Update on Teach first – Huge strength • Results improving • Lots of work happening • Canopies being fitted in outside area over Easter for Early Years • The Outside environment was looking great • Reviewed attendance – good in general but dipped due to outbreak of chickenpox • Chair of CCC attended attendance training led by the Tri-Borough – school following the correct process • Community Engagement was going really well • Continuing to liaise with Daisy Ridley’s publicist, trying to find a suitable time – on-going • Centenary Tea Towels – on-going • Performance Data – JL and H/T working on template, enter no. of children and produce percentage • School Meals contract – TJ negotiated and agreed and this was now signed off. Clarification and reassurance was given. Remain with LA provider and cost less. This would be monitored. <p>Attendance to remain a standing item on the CCC agenda.</p> <p>Moroccan event postponed due to unforeseen circumstances with the family that were leading the event.</p> <p>The H/T advised that an Early Years Learning Review had taken place w/c 7th March and judged as “Good” it was a great improvement</p>	

	<p>The Chair of the Governors gave a report on Resources in absence of the Committee Chair –</p> <ul style="list-style-type: none"> • Sub Finance meeting took place and reviewed the budget and discussed the current position. • Approved the draft budget • Essentially in projected income there were no big expenditures planned • Chair, H/T and Chair of Resources would begin working on plan for scenarios if/when funding reduces • New funding formula announced today – school not expecting to lose out significantly, biggest cost was around pensions • Smaller exercise books were more cost efficient so continued with that • H&S discussion took place at the Resources meeting – it was approved to improve the pond cover £3k had been spent. Report from Ms Ling at CCC very grateful for additional Early Years resources. • Governor Allowance policy approved • Date of next Resources meeting 3rd not 13th – Clerk to amend <p>Governors plan to look 3-4 years ahead with regard to financial planning and also consider Academisation impact.</p> <p>Governors were advised that a large crack had been identified in the new staircase extension and this was being investigated by the LA. A quote was received for approximately £10k and the H/T and Chair were in contact with the LA and Building Insurers – an update would be given at the next Resources meeting.</p> <p>It was explained that the school was aiming to get works carried out over the Summer Holidays but could do this at Easter which would consist of making the wall good and monitoring over a 6 month period to determine if the crack was due to structural issues or not.</p> <p>A discussion took place on the best way forward and it was agreed that investigation work was to commence and the works be carried out if necessary. The school would then seek a refund from the LA if the cost was their responsibility. Insurance to be used if huge structural works were required.</p> <p>It was asked if the school needed to obtain more than one quote, the H/T explained that the company being used had been recommended by the LA and a quote was received.</p>	
	<p>RESOLUTION</p>	
	<p>Reports were noted by Governors</p> <p>Attendance to remain a standing item on the CCC agenda</p> <p>Crack in wall - Agreed investigation work was to commence and the works be carried out if necessary</p> <p>The school would then seek a refund from the LA if the cost was their responsibility</p> <p>Clerk to amend date of next meeting to 3rd not 13th March</p>	

<p>12/16</p>	<p>HEADTEACHERS REPORT</p>	
	<p>The H/T report was included in the agenda pack and was read and noted by Governors.</p> <ul style="list-style-type: none"> • Largest gap in pupil numbers = Reception. • CENSUS took place in January • Attendance whole school = 94.3% • Attendance whole school minus 72 chickenpox cases = 96.7% • 2 x pupils tracked and authorised to be removed from register – A Governor asked if figures would be backdated, this was confirmed. • Attendance data expected to improve slightly due to the above • Continue to issue fixed penalties for holidays in term time • 63% GLD on track to reach expected standard in Early Years • Looking at 63% combined in KS2 <p>A discussion took place regarding SAT’s. The H/T advised that some schools are sitting the SAT’s after Easter and this would be used to set the pass mark. It was uncertain times for schools and schools were expecting lower results than previously.</p> <ul style="list-style-type: none"> • 1 year into the new curriculum • Standards in Maths = Good • 9 out of 25 teachers judged as “Outstanding” <p>Teaching and Learning was judged from books. It was asked when this would be refreshed the H/T advised it was live and was looked at and submitted every half term.</p> <ul style="list-style-type: none"> • SLT consisted of 4 people • Office consisted of 1 x Senior role and 2 supply staff • Teaching Staff PM targets were set and mid-year reviews were taking place • Currently no Looked After Children • Number of Children In Need on roll were noted • Number of Child Protection Children on roll were noted • Number of Bullying incidents reported in writing, were noted. They had been investigated, • Number of Racist incidents reported and noted – to be logged and shared with the LA • Number of exclusions were noted <p>Term dates in report noted and Governors advised these were standard but had not been checked with local Secondary schools as of yet.</p> <p>Inset days took sensible decision to be practical and use inset days around Eid Celebrations.</p> <p>E-Newsletter to go live when new website is launched</p> <p>Governors thanked the H/T for his report.</p>	
	<p>RESOLUTION</p>	
	<p>Report noted by Governors</p>	

	<p>Term dates noted by Governors</p> <p>Inset dates agreed</p>	
13/16	<p>SCHOOL DEVELOPMENT PLAN</p> <p>SDP and SEF included in agenda pack, read and noted by Governors.</p> <p>The 2015-16 SDP was created using a variety of internal systems – Lesson Observations, book monitoring, learning walks and achievement data) as well as external information (LA T&L review, WCC School profiles and raise online). There were 5 core priorities and the H/T had included an update in his report of how the school was addressing these.</p> <p>The Curriculum was much more challenging and this was stretching pupils. Expectations had risen.</p> <p>The T&L review informed that the school had made progress towards meeting the primary aim – raising standards in reading across the school.</p> <p>Good progress was being made in core areas but challenge still remained.</p> <p>Pupil Premium – main investment = creating smaller classrooms in years 4-6. Additional support targeted towards disadvantaged pupils in all other year groups by highly experienced teachers. The Chair advised that she felt the school needed to be clear on the PP numbers and targeting. It was agreed that the way in which PP was reported would change to enable a clear demonstration on how funding was being spent to target PP pupils - what was focused on and what the result was.</p> <p>The Chair asked who the Gifted and Talented lead was. The H/T confirmed this as Ms Tina Bhattacharyya. The Chair asked that she attend and provide a report at the next CCC meeting</p> <p>Assessment moderation with a local school – not made as much progress as hoped. Two staff were going on 18th March (Y4&5) with selection of books to meet teachers review books.</p> <p>Outdoor learning Early Years – still highlighted orange as awaiting resources and still an area of focus.</p> <p>A Governor asked if the H/T felt the school was on track. The H/T confirmed that the school was on track and he was happy with the progress that had been made.</p> <p>It was agreed for next year's SDP to include time bound milestones that could be ticked off when areas were completed.</p> <p><u>SEF</u> A Governor asked when the SEF was last updated. It was confirmed that sections were updated approximately 2 weeks ago. The H/T agreed to forward the Chair the most up to date version.</p> <p>The Chair would carry out a SEND visit focusing on Independent learning.</p> <p>Middle leaders succession planning was very useful.</p>	

	RESOLUTION	
	<p>Pupil Premium to be reported differently to clearly demonstrate how funding was being spent to target PP pupils</p> <p>Gifted and Talented Lead to attend and provide a report at the next CCC meeting</p> <p>Next year's SDP to include time bound milestones that could be ticked off when areas were completed</p> <p>School on track and H/T happy with the progress that had been made</p> <p>H/T to forward most up to date SEF to the Chair</p> <p>SDP and SEF noted by Governors</p>	
14/16	SAFEGUARDING	
	<p>5 senior staff with Safeguarding responsibilities.</p> <p>Safeguarding update included under H/T report</p>	
15/16	POLICIES	
	<p>Pay Policy – approved by Resources Committee.</p> <p>The H/T confirmed he had carried out the amendments following the recent Resources meeting but they had not been included in the version sent to Governors. The Resources minutes were not yet available from the clerk of that meeting. The Clerk agreed to follow this up and forward the minutes to the Chair of Governors.</p> <p>Approved subject to the amendments agreed at the recent Resources meeting.</p> <p>Data Protection – Mr Jennings was due to report on the changes he had made but was unable to attend this meeting. He had carried out a thorough check of the policy and updated the document.</p> <p>This Policy was agreed subject to clarification from Mr Jennings. It was agreed that this policy would be reviewed in March 2017.</p>	
	RESOLUTION	
	<p>Pay policy approved subject to amendments made following Resources meeting</p> <p>Clerk to forward Resources minutes to the Chair</p> <p>Data Protection policy approved subject to clarification from Mr Jennings</p> <p>Review data Protection in March 2017</p>	
16/16	GOVERNOR VISITS	
	<p>Visits schedule included in agenda pack and noted by Governors.</p> <p>Maths visit completed.</p> <p>Attainment and Progress visit made but not reported back to Committee.</p>	

	<p>Looked in depth at attendance figures did identify some classes in some years required focus but all was in hand.</p> <p>Early Years visit carried out and reported. It was agreed Early Years profiles be included at the CCC meeting.</p> <p>Forthcoming visits were noted.</p>	
	RESOLUTION	
	<p>Visits noted</p> <p>Early Years Profiles to be included on the agenda for CCC</p>	
17/16	GOVERNOR TRAINING AND DEVELOPMENT	
	<p>Training record included in agenda pack and noted by Governors.</p> <p>JL attended Early Years training led by the Tri-Borough CS attended Attendance training led by the Tri-Borough MA attended Prevent Training on 4th January 2016 CS and ASS attended Prevent training</p> <p>Mr Patel agreed to update the training log.</p> <p>All staff had attended Prevent training on 4th January 2016.</p> <p>Governors were asked to advise the Chair if there was any training they felt would benefit them as a group.</p> <p>The Chair had spoken to Ms Saddington – head of Tri-Borough Governor Services regarding an External Review of Governance. Ms Saddington had sent relevant information and the Chair was looking into this. It cost approximately £1k. The H/T felt that improvements had been seen in terms of Governance since they bought into the Clerking SLA.</p>	
	RESOLUTION	
	<p>Training was being undertaken and a record was in place</p> <p>Mr Patel agreed to update the training log</p> <p>Governors to advise the Chair if there were any training sessions they felt would benefit them as a group</p>	
18/16	TRI-BOROUGH CHAIRS FORUM UPDATE	
	<p>The Chair advised that she was unable to attend this meeting.</p> <p>MA had attended and had reported that Federation was the main focus at the meeting.</p>	
	RESOLUTION	
	Noted	
19/16	DATES OF FORTHCOMING MEETINGS	
	<p>Governors noted the dates for forthcoming meetings.</p> <p>FGB -6th July 2016 at 6pm</p> <p>It was agreed due to referendum that the date of the Resources meeting scheduled for 23rd June 2016 would be changed. The Chair of Governors</p>	

	<p>would send alternative dates via doodle.</p> <p>Away Day/Chairs Strategic planning session - date to be agreed via doodle</p> <p>The Chair asked Governors what items they felt should be included in the away day. It was felt that Academisation should be explored. It was agreed that the pros and cons of Academisation would be looked at during an away day.</p>	
	RESOLUTION	
	<p>Resources meeting 23rd June to be rescheduled – date to be agreed via doodle</p> <p>Clerk and Chair to liaise regarding dates for the next academic year</p> <p>Away Day/Chairs Strategic planning session - date to be agreed via doodle</p> <p>Academisation – Pros and Cons to be looked at during an away day</p>	
20/16	ANY OTHER BUSINESS	
	<p>The Key membership ran out. H/T agreed to follow this up and find out if it had been renewed.</p> <p>MA advised there was an Academy conference taking place in the Summer term. She agreed to forward the details to the Chair.</p> <p>Mr Smith circulated a letter to Governors from the Student Voice. The letter highlighted areas they wanted to improve/action. The Governing body agreed that this be taken to the Resources Committee to look at the costs.</p> <p>Governors agreed to write a response following the resources meeting.</p>	
	RESOLUTION	
	<p>The Key membership ran out. H/T agreed to follow this up and find out if it had been renewed</p> <p>MA to forward dates of Academy conference to the Chair</p> <p>Student Voice letter to be included on the agenda for the next resources meeting</p> <p>Resources Committee to review/approve costs</p> <p>Governors to write a response to the Student Voice advising of their decisions and the outcomes</p>	
21/16	CONFIDENTIAL	
	See Confidential minutes of the meeting.	

CHAIR _____ DATE _____