



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 13th December 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:

Mrs Natasha Stroud	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 Mr Jennings, Mr De Minckwitz and Mr Goss.	
	RESOLUTION	
	In accordance with the School Governance Regulations the Governors decided to give their consent to the absence of each governor not present.	
2/16	DECLARATIONS OF INTEREST AND REVISION OF THE REGISTER OF INTERESTS	

	No Declarations were made	
	RESOLUTION	
	Noted	
3/16	STANDING ORDERS	
	Ms Issa and Mr Brogan were not present at the last meeting and were therefore asked to sign the Code of Conduct. The GB formally adopted the Standing Orders, Code of Conduct, Terms of Reference and Schemes of Delegation.	
	RESOLUTION	
	GB formally adopted the Standing Orders, Code of Conduct, Terms of Reference and Schemes of Delegation	
4/16	MINUTES OF LAST MEETING	
	Correction noted – 2/16 – Mr Smith completed a new form as he was recently appointed as Assistant H/T. The minutes were approved as an accurate record of the meeting subject to the above amendment.	
	RESOLUTION:	
	The minutes of the meeting of the Governing Body held on 12th October 2016 were agreed as a true and correct record of proceedings subject to the noted correction, and signed by the Chair.	
5/16	MATTERS ARISING FROM THE MINUTES	
	Mr De Minckwitz would attend the CCC meeting when available. Long term finance on SDP – working progress Vice Chair of Resources – on hold at present, lack of volunteers at the last meeting. JL attended the staff breakfast briefing. Frequency of DBS checks – on going, H/T in discussions with LA. LA SG Officer advised check in 12 months, LA advise it is their policy not to recheck. It was unsure who was responsible for the cost of access to the online checking system. It was confirmed that staff completed forms annually stating that nothing had changed. H/T to keep the Chair updated on the progress. Falling pupil numbers – discussed under Finance item. Cleaning quotes discussed at Resources meeting. Policy Schedule went to the Resources meeting.	
	RESOLUTION	

	H/T to update Chair on progress with regard the frequency of DBS checks	
6/16	CHAIR'S ACTION	
	<p>The Chair advised that the previous academic year Tutors were employed to hold booster classes. The benefits of these sessions were explained to Governors. The figure was approximately £3500 and was great value for money. 3 x Tutors = 15 pupils per week. The Chair reported that she had approved the cost for this to continue.</p> <p>Parliamentary Review cost – The School had been invited to next year's parliamentary review. This was a great opportunity for the school and was also a good way of promoting the school. There was a cost of approximately £2-3000 attached to this however the school would be issued with a number of magazines and these could be used to help promote the school further. The Chair advised that she had authorised this cost. The link for the Parliamentary Review was included within the H/T report for more information.</p>	
	RESOLUTION	
	Noted	
7/16	REPORT OF THE HEADTEACHER	
	<p><u>Numbers on roll</u> There were currently 382 pupils on roll. This was a decrease of 4 pupils since October. The biggest concern was Nursery numbers. There were 16 children on roll to start in January 2017. This would bring the total on roll up to 398. The school had produced leaflets and these had been distributed around the local area. Thanks were given to MA and HI for their help with distributing the leaflets. The school was being promoted at every opportunity. A Governor asked if the 398 figure was better than last year. The H/T confirmed that it was not, this was a decrease compared to the previous year.</p> <p><u>Attendance</u> Attendance at present was 95.9% this was better than the previous year. Improvements had been made. Workshops and coffee mornings had taken place and parents were being informed of the effect of term time holidays.</p> <p><u>Targets</u> There was an increased percentage of targets of GLD at the end of Reception. Schools must set a target which is at least in-line with the national average achieved in 2016 – 69%. In response to a question it was confirmed that the current Reception cohort were baselined lower than the previous year group, but the Early Years and Senior Leadership Team have high aspirations of achieving the target.</p> <p><u>Teaching and Learning</u> Teaching and Learning is judged over time and is made using a triangulated model consisting of lesson observations, book scrutiny and classroom learning environments.</p>	

A Governor asked if the percentage of teachers judged as Outstanding was in line with Ofsted recommendations and this was confirmed. It was noted that consistently Good would lead to Outstanding.

It was noted that 44% was remarkably high.

In response to another question the H/T advised that the Assistant Heads and Deputy Heads were working with children that needed the best quality of learning. Different models were being considered for next year, including focusing resources on challenging more able learners.

SDP

The SDP priorities remained unchanged:

- Improve pupil outcomes in Reading at the end of KS2
- Improve pupil outcomes across KS2
- Improve pupil outcomes at the end of KS1
- Increase the proportion of pupils achieving at upper thresholds
- Further improve pupil attendance
- Develop the effectiveness of middle leaders

The SDP was regularly reviewed and was RAG rated.

A LA Learning Review took place on 21st November 2016 and was led by Mr Nick Butt, a lead HMI inspector. The review recognised that the school continued to improve and strengths were highlighted as well as areas that required development. One area highlighted for development was challenging the more able and this was already being actioned through the SDP. Mr Butt expressed to the H/T that the school was a solid Good school with the possibility of Outstanding.

Another Learning Review would be arranged for 6 months' time (June 2017). Ofsted was expected January/February 2017.

Pupil Premium

The H/T had produced a new template that was in line with strategy and spend.

Premises

A fault to the school gate entry system had been presented as a safeguarding risk. Works carried out cost approximately £1500

Following an asbestos inspection, staff were informed all locations within the premises which contain asbestos. Visual images of all locations are also displayed within the staffroom.

LAC

There were currently no LAC on the register

Exclusions

Fixed term exclusion noted. Bullying incident (raised by parent) noted.

Christmas Celebrations

	<p>The Christmas show was taking place at Mary Magdalene Church on 14th December 2016. A larger turnout was expected than the previous year which was extremely positive.</p> <p>Term Dates were being sent out before the end of term.</p> <p><u>Safeguarding report</u> Governors noted the report produced by Ms Metcalfe – Designated Safeguarding Lead.</p> <p>In response to a question it was confirmed that any concerns around staff or employees are referred to the LADO (Local Authority Designated Officer) by the H/T. Any safeguarding or child protection concerns regarding the headteacher are reported directly to the chair of governors.</p> <p>There was always a SG Lead on the school premises and all staff received training.</p> <p>Concerns raised by staff are discussed as part of a welfare meeting during weekly SLT meetings.</p> <p>It was noted that there had been a reduction in staff at the LA. The school used to have an Education Welfare Officer who provided a lot of support with regard to attendance etc and unfortunately this role no longer exists. This was now replaced by Early Help but the threshold for this was extremely high and meant additional pressure on schools.</p> <p>SG was part of the everyday culture of the school and staff were fully aware of policies and procedures and these were adhered to. MA the link Governor attended regularly to test procedures and ensures the policy is a live document.</p> <p>Governors thanked the H/T and Ms Metcalfe for the comprehensive reports.</p>	
	RESOLUTION	
	Noted	
8/16	FINANCE UPDATE	
	The school faced difficulty with regard to the budget. This had been discussed in depth at the Resources meeting. There were challenges ahead with regard to the low numbers on roll and the reduction of funding because of this. This item was discussed in further detail under Confidential.	
	RESOLUTION	
	Noted	
9/16	SCHOOL DEVELOPMENT PLAN (SDP) AND SEF	
	<p>The SDP had been revised as requested.</p> <p>The school was taking increased efforts to improve more able. There were strategies in place in Maths to increase efforts to differentiate for the more able.</p>	

	<p>Attendance improved but still below 96.5%.</p> <p>Governors were happy with the overall progress.</p> <p>The H/T was proud of the appointments of D.H/T and Assistant H/T and Reading, Writing Leaders. These were internal appointments and the GB were pleased that the school was now able to grow leaders for the next generation of H/T's.</p>	
	RESOLUTION	
	Noted	
10/16	POLICIES	
	<ul style="list-style-type: none"> • Model Capability Policy (for teachers) • Unsatisfactory Performance policy (support staff) • Code of Conduct • Disciplinary Code <p>The above policies were LA model policies and were approved by the GB. The GB agreed to adopt all Borough policies.</p> <p>Although changes could not be made the model policies would still go to committee meetings for review and note any Borough amendments.</p> <p>The Relationships and Sex Education Policy followed the Curriculum. Parents were able to opt their child out of certain elements. It was explained that the video used in school always led to heated discussions by parents. Parents were however invited to review the video and information before it was shown with to the children.</p> <p>AA advised that she had attended the session for parents last year. She questioned if the video should be shown to mums and dads separately this lead to further discussion. It was agreed that a middle ground would be explored to ensure the briefing was given in the best way to engage parents. The H/T would speak to the school Nurse and check availability with regard to an additional session.</p> <p>It was asked if many parents took on the option to withdraw children from the non-compulsory elements. The H/T confirmed that some parents did.</p> <p>A Governor asked what resources the school offered. A letter was sent to parents and a school nurse was brought in to ensure that the session was kept factual and focussed.</p> <p><u>Finance Policy</u> The Finance policy was reviewed in March 2016 by the Resources Committee and was recommended to the FGB for approval. Due to the late availability of the minutes from the clerk of that particular meeting the action was not followed through and therefore the Finance policy had not been included for the FGB meeting.</p> <p>The GB agreed to formally approve the policy as it had been recommended by the Resources committee. The policy would be circulated for information.</p>	
	RESOLUTION	

	<p>Policies were approved and adopted</p> <p>School would adopt all Borough model policies</p> <p>H/T to liaise with school nurse re availability to hold and additional session for parents – Sex Education</p> <p>Finance policy approved and adopted</p>	
11/16	PERFORMANCE MANAGEMENT/APPRaisal ARRANGEMENTS	
	<p><u>Performance Management</u> H/T Performance Management meeting took place on Friday 9th December 2016 the external consultant was Ms Lynn Hargreaves.</p> <p>Targets had been set for all Staff. Targets were set against priorities within the SDP and individual development needs.</p> <p>A formal mid-year review would take place in February 2017.</p> <p>Targets finalised end of June/July to ensure Pay Committee have sufficient time to approve.</p>	
	RESOLUTION	
	Noted	
12/16	MINUTES AND REPORTS OF COMMITTEES AND WORKING PARTIES	
	<p>Resources Committee The Committee met on 24th November 2016. A verbal update of issues discussed at the meeting was given as follows:</p> <ul style="list-style-type: none"> • Election of Vice Chair not carried out – lack of volunteers • Private Nursery letter had been drafted • Discussion on Nursery numbers on roll • Agrees to open Nursery Class in January 2017 • Parental Questionnaire sent out – results being collated • JS to provide list of consultants/ services providers as matter of urgency • JS reviewing on going spending • Asbestos plan updated - staff informed of locations and pictures put up in staff room • VI unit – considering various options. H/T updated GB • Significant budget overspends • Noted financial recording concerns • Unnecessary spends put on hold • D. Goss to arrange date for budget working group to meet • Audit taking place • Wellbeing survey was positive • Staff absence increased this year • Policies approved: Freedom of Information, Email and Internet use, Disciplinary, Code of Conduct for employees and Policy schedule 	

	<p>A Governor asked when information would be available with regard to Reception numbers for next year. It was confirmed that the deadline for applications was 13th January 2017. The H/T would contact the LA to find out how it currently looked.</p> <p>Children, Community and Curriculum Committee The Committee met on 10th November 2016. A verbal update of issues discussed at the meeting was given as follows:</p> <ul style="list-style-type: none"> • SDP and Reading Action Plan • Reading Action plan amendments noted • PP new template • Update on Literacy visit by SM • Nursery Baseline lower than last year • After School clubs capped at 2 plus H/W club • Ms Sanchez-Sawicka to do a short presentation on EYFS baseline – how it worked/Focus update. • Data workshop was carried out. The Chair and MA had attended. A briefing would take place before/after a meeting. • Ofsted crib sheet circulated – re send to all Governors. 	
	RESOLUTION	
	<p>Ms Sanchez-Sawicka to carry out presentation on Nursery Baseline at next CCC meeting</p> <p>Data workshop to be arranged before/after a GB meeting</p> <p>STEAM to be drilled down at next CCC meeting</p> <p>H/T to circulate Ofsted crib sheet to all Governors</p>	
13/16	SCHOOL STRATEGY	
	<p>The Chair advised that it was best practice to have a strategy and that the school did not have a three-year plan in place.</p> <p>The strategy would look at:</p> <ul style="list-style-type: none"> • Where the school was currently • Where did the GB want it to be? • How to get there • What are the GB aspirations? <p>GB and SLT input was required. It was agreed that although it was often logistically difficult the Chair/H/T would try and arrange for a session to take place in the Summer Term for Staff and Governors.</p>	
	RESOLUTION	
	Strategy session to be arranged for Staff and Governors	
14/16	GOVERNOR VISITS	
	Mr Cory Smith – Health & Safety and Compliance 13 th December 2016. Report was tabled and noted by Governors.	

	<ul style="list-style-type: none"> ➤ Lift emergency button not working – to be fixed as matter of urgency. Service required – part of maintenance plan ➤ Emergency lighting update - GB agreed a spend of £15,000. The LA approved cost of £33,000. The H/T was in discussion with the LA as it was felt that the school should not pay more than the amount agreed by Governors. This was on going and the H/T would not sign the invoice for £33,000. ➤ Small leak noted – long term plan required ➤ Additional beams on metal gates ➤ Stage lighting serviced ➤ Fire doors in main office to be re-wired ➤ Crack in staircase update – LA monitored for 6 months and advised nothing to worry about it was just a slight crack. <p>GB requested confirmation from the LA that structural work was their responsibility and not the schools. £3-4,000 cost to be paid unless can claim on insurance.</p> <p>Site Manager has a good understanding and had worked extremely hard to get the school to its current position. Governors expressed their gratitude</p> <p>Mr Simon Mair – Literacy visit 11th January 2017 scheduled.</p> <p>Mr Brogan – Maths visit 20th December 2016 scheduled.</p>	
	RESOLUTION	
	Noted	
15/16	GOVERNOR TRAINING AND DEVELOPMENT	
	<p>The H/T and designated Safeguarding Leads undertook Child Protection training in November 2016.</p> <p>JL attended Ofsted training – felt the GB performance was secure.</p> <p>AS.S – Financial Efficiencies</p> <p>AA – Role of Parent and Staff Governors</p> <p>Training record to be updated</p>	
	RESOLUTION	
	Noted	
	JL to update training record	
16/16	TRI-BOROUGH CHAIR'S FORUM UPDATE	
	<p>Minutes of the last meeting were included in the pack and noted by Governors. JL advised that she wanted to attend the next forum.</p>	
	RESOLUTION	
	Noted	

17/16	DATES OF FORTHCOMING MEETINGS	
	<p>It was felt that this meeting should take place in January moving forward. Clerk to consider this when scheduling dates for next academic year.</p> <p>Mr Smith unable to attend meeting on 1st March 2017 – Parents evening</p> <p>First 2 Committee meetings – JL unable attend. Dates noted by Governors</p>	
	RESOLUTION	
	Noted	
18/16	ANY OTHER URGENT BUSINESS	
	<p>MA and JL to sign Single Central Register</p> <p>School Uniforms – Parents unhappy with the additional cost due to change of school logo. H/T advised that parents were not happy with the quality previously and the consultation included that there would be an additional cost if changed providers. Parents also wanted the provider to be in close proximity.</p> <p>PTA Calendar – noted. Parents contributing more to the PTA.</p>	
19/16	CONFIDENTIAL ITEMS	
	See confidential minutes.	

CHAIR _____ DATE _____