



# 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 30<sup>th</sup> March 2017 at 6pm.

Members:  
(\*Absent)

	Name	Post
	Jude Lockett	Chair
	Darren Guttridge	Head Teacher
	Mary Amayo	
	Aalaa Al-Memar	
	Hanaa 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
--------------------	-----------------------------

ITEM NUMBER	ITEM	ACTION OWNER
1/17	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies for absence were received from Mr Jennings and Mr Mair. Mr Brogan was absent.	
	<b>RESOLUTION</b>	
	<b>In accordance with the School Governance Regulations the Governors decided to give their consent to the absence of each governor not present.</b>	
2/17	<b>DECLARATIONS OF INTEREST AND REVISION OF THE REGISTER OF INTERESTS</b>	

	No Declarations were made	
	<b>RESOLUTION</b>	
	<b>Noted</b>	
<b>3/17</b>	<b>MEMBERSHIP OF THE GOVERNING BODY</b>	
	It was noted that Ms Amayo's term of office had ended. Governors agreed to co-opt Ms Amayo for a further 4 years.  Ms Lockett advised that she would be stepping down as Chair in the autumn term. She would however, continue as a Governor.	
	<b>RESOLUTION</b>	
	<b>Ms Amayo co-opted for a further 4 years</b>  <b>Ms Lockett to step down as Chair in the autumn term</b>	
<b>4/17</b>	<b>CHAIR'S ACTION</b>	
	TLR's – Vacancy to be advertised internally.  2 additional posts to be advertised: Community Engagement and Arts.  There was a cost of £9k and this was approved by the Chair.	
	<b>RESOLUTION</b>	
	<b>Noted</b>	
<b>5/17</b>	<b>MINUTES OF THE LAST MEETING</b>	
	The minutes of the meeting held on 13 <sup>th</sup> December were approved as an accurate record of the meeting and were signed by the Chair.	
	<b>RESOLUTION</b>	
	<b>Approved and signed</b>	
<b>6/17</b>	<b>MATTERS ARISING</b>	
	DBS – The H/T confirmed that there was no requirement to renew every 3 years and it was only amended if there were any changes to be made.  Ofsted Crib Sheet – Not included in pack. H/T to resend to Governors  Strategy Session – To take place in July 2017  Chair to re-circulate training schedule  EGM to be arranged for 25 <sup>th</sup> May at 9.15 to ratify the budget following the recommendation from the Resources committee. This would follow immediately after the Resources meeting.	
	<b>RESOLUTION</b>	
	<b>H/T to re-send Ofsted Crib sheet</b>	

	<p><b>Chair to arrange Strategy Session in July 2017</b></p> <p><b>Chair to recirculate training schedule</b></p> <p><b>EGM arranged for 25<sup>th</sup> May 2017 at 9:15am to ratify budget</b></p>	
<b>7/17</b>	<b>BUDGET &amp; FINANCIAL MATTERS</b>	
	<p>The 2017/18 budget report was reviewed in detail at the recent Resources meeting. It was explained that the school had a balanced in year budget for next year.</p> <p>The following was noted:</p> <ul style="list-style-type: none"> <li>• £385,951 carry forward</li> <li>• £65,000 remaining for service development</li> <li>• £40,000 remaining for building</li> <li>• £10,000 remaining for Support Staff members Teacher training</li> </ul> <p>This budget included a reduction of 2 Teachers through natural wastage. It was explained that the school did not need to employ any teachers last year and this year would be the same for 2017/18 however, there were 2 Teach First staff.</p> <p>The Staff to Pupil ratio was confirmed at 1-25. The maximum was 28 (capped) due to the VI Unit. The School was looking to approach the LA to increase this to 30. It was agreed this would be an agenda item for the summer term for governor's consideration.</p> <p>Governors were satisfied with the budget.</p> <p>A discussion took place on Nursery numbers. It was expected that 40 places would be filled out of a capacity of 46.</p> <p>There were currently 43 children in Reception and 26 on the list to join the school in September 2017. This would have a significant impact on the budget if numbers did not increase. If the trend continued it was likely the school would become a one form entry school.</p> <p>The working party had met (H/T, SM and HI). It was explained that 3 additional local schools had opened and this had a knock on effect on other local schools. The working party and GB needed to consider what they could do to further strengthen the school's reputation in the area. The school's strategy was to be graded securely at good at the next Ofsted inspection and then move to Outstanding.</p> <p>It was agreed that the Resources Committee would not ratify any adhoc mid-year proposals unless they were essential/urgent. Items would need to be rolled over until the following year where they could be budgeted for.</p> <p><u>Staffing Structure</u> The staffing structure was tabled at the meeting and reviewed by Governors. There was a reduction of 2 staff members.</p>	

	<p>The H/T explained that the school was looking to have 1 Reception class in September 2017. It was hoped that there would be 2 Nursery classes however they would be smaller and more children could be taken on during the year.</p> <p>The Assistant H/T would no longer be out of class.</p> <p>Following the review and discussion the Governing Body ratified the staffing structure.</p> <p><u>Audit</u> It was explained that the School was not completely satisfied with the audit that had taken place. A number of schools had provided the same feedback. The H/T advised that he needed assistance with regard to evidence of the A.H/T and D.H/T salaries. The H/T could not find the evidence of pay scales, Governors were positive this was within the policy.</p> <p><u>SLA's</u> It was agreed that the school would purchase the SLA's that were taken the previous year. The GB agreed to continue with the electronic Clerking Service.</p>	
	<b>RESOLUTION</b>	
	<p><b>Staff to Pupil ratio to be an agenda item for the next meeting – Governors to consider approaching the LA to increase from 1-28 to 1-30</b></p> <p><b>Resources Committee not to approve any ad hoc mid-year proposals unless essential/urgent</b></p> <p><b>2017/18 Staffing structure approved</b></p> <p><b>H/T to follow up on audit in terms of evidence for A.H/T and D./T pay scales and the evidence required</b></p> <p><b>2017/18 SLA's to be purchased – identical to the previous year including the electronic Clerking Service</b></p>	
<b>8/17</b>	<b>PUPIL PREMIUM UPDATE</b>	
	<p>The report was included within the agenda pack and reviewed by Governors. This was approved at the recent CCC meeting and recommended to the FGB.</p> <p>Governors were satisfied that the PP funding was being spent in a way that benefited all pupils and therefore this was approved.</p>	
	<b>RESOLUTION</b>	
	<b>Ratified by FGB</b>	
<b>9/17</b>	<b>SFVS</b>	
	The Chair asked if the GB were happy to approve the SFVS with the Finance Officers comments. This was ratified by the GB and would be submitted by the school to the LA by the 31 <sup>st</sup> March 2017.	

	<b>RESOLUTION</b>	
	<b>Ratified – H/T to submit SFVS to the LA by 31<sup>st</sup> March 2017</b>	
<b>10/17</b>	<b>MINUTES AND REPORTS FROM COMMITTEES</b>	
	<p><u>CCC – the following areas were covered:</u></p> <ul style="list-style-type: none"> <li>• Presentations on Reading and Phonics</li> <li>• Learning Walk carried out on World Book Day</li> <li>• School Roll numbers</li> <li>• Attendance – improved</li> <li>• Data reviewed</li> <li>• TJ and EdM met with the School Council</li> </ul> <p><u>Resources – the following areas were covered:</u></p> <ul style="list-style-type: none"> <li>• Budget – main focus of the meeting</li> <li>• Falling roll numbers and the financial impact</li> <li>• Increase in staff sickness – now balanced</li> </ul> <p>The recent staff feedback survey had been reviewed by the Resources Committee. The Chair explained that a small number of the responses were unprofessional and needed to be addressed with staff.</p>	
	<b>RESOLUTION</b>	
	<b>Noted</b>	
<b>11/17</b>	<b>HEADTEACHERS REPORT</b>	
	<p>The H/T report was included within the agenda pack. The H/T took Governors through areas of the report and the following was noted:</p> <ul style="list-style-type: none"> <li>• Numbers on roll – currently stood at 404 which was an increase of 20 pupils since December 2016</li> <li>• Attendance – currently at 95.9%. Action taken by the school was having an impact: celebrating good attendance, workshops for parents/carers, fines being issued, change of inset days</li> <li>• Lateness had improved – huge push on punctuality</li> <li>• Early Years targets noted – on track to receive 60% GLD</li> <li>• Quality of Teaching – 0 Requires Improvement, 0 Inadequate, 100% Good, 36% Outstanding</li> <li>• Discussion on the incentive for Teachers who were Outstanding over time</li> <li>• SDP – making good progress</li> <li>• Mr Nick Butt to formally evaluate the Schools progress on 22<sup>nd</sup> May 2017</li> <li>• Premises - Asbestos locations shared with staff. Doors being replaced over Easter and 1 was removed in February 2017.</li> <li>• SBM – currently recruiting</li> <li>• Performance Management – Mid-year reviews being finalised and would be completed w/c 17<sup>th</sup> April 2017. Recommendations would be taken to the Pay Committee in June/July 2017</li> <li>• Child Protection 1, Children in Need 5, Looked After Children 0 Agency involvement or school monitoring 8.</li> <li>• Designated safeguarding Lead is Claire Metcalfe</li> </ul>	

	<ul style="list-style-type: none"> <li>• 2 incidents of bullying reported – investigated and no evidence was found</li> <li>• Racist remark – internal exclusion - reported to WCC earlier in the day (30<sup>th</sup> March 2017)</li> <li>• Exclusions – 1 fixed</li> <li>• Y5 trip – noted</li> <li>• Safeguarding procedures – noted</li> <li>• Term dates – noted</li> <li>• 2017/18 term dates – tabled, reviewed and discussed. (Appendix 1) term dates were approved by the GB</li> <li>• VI Unit – Reported and discussed at the Resources meeting <ul style="list-style-type: none"> <li>○ Tri-Borough SEN review, Mr Peter Gray – report to go to Councillors and then more information should be available</li> <li>○ Governors noted the action taken since the review – good progress was made towards embedding the actions for VI pupils</li> </ul> </li> </ul>	
	<b>RESOLUTION</b>	
	<b>H/T report noted</b>  <b>Term dates approved</b>	
<b>12/17</b>	<b>SCHOOL IMPROVEMENT UPDATE</b>	
	<p>The SDP was reviewed and discussed. 7 items were closed, 2 remained open:</p> <p><u>Attendance</u> Attendance was still not rated as Green. It was explained that although pupils' attendance had improved significantly it was not yet in line with the National Average of 96.1 or the schools aspirational target of 96.5.</p> <p>The number of pupils classed as persistently absent had significantly reduced. Pupil punctuality had also improved.</p> <p>The procedures and systems put in place had been effective.</p> <p><u>Early Years Reading</u> Just over half of the current cohort were on track to achieve the expected standard (60%). This was below the aspirational target of 69%.</p> <p>All other areas were on track.</p> <p>The SEF was noted by Governors.</p>	
	<b>RESOLUTION</b>	
	<b>Noted</b>	
<b>13/17</b>	<b>ANNUAL SAFEGUARDING (SG) REPORT TO GOVERNORS</b>	
	<p>The SG report was produced by Ms Metcalfe and included in the agenda pack.</p> <ul style="list-style-type: none"> <li>• The Single Central Record was signed 30<sup>th</sup> march 2017</li> <li>• Pupil Population noted</li> </ul>	

	<ul style="list-style-type: none"> <li>• Case conferences 2, Children in Need review 4, Looked After Children 0, Professional meetings 5. A Governor asked how the need compared with previous years. The H/T advised that it was far higher previously and had reduced</li> <li>• Fire Drills – noted</li> <li>• First Aiders – noted</li> <li>• Training for staff – noted</li> <li>• Regular E-Safety workshops took place but the school felt they needed more</li> </ul>	
	<b>RESOLUTION</b>	
	<b>Noted</b>	
<b>14/17</b>	<b>APPROVAL OF STATUTORY POLICIES</b>	
	<p>Equalities and Objectives – (minor amendments noted) - Approved</p> <p>Safeguarding and Child Protection – Approved</p> <p>SEND – (minor amendments noted) - Approved</p> <p>Behaviour (minor amendments noted) - Approved</p>	
	<b>RESOLUTION</b>	
	<b>All above policies were ratified by the FGB</b>	
<b>15/17</b>	<b>GOVERNORS MONITORING AND VISITS</b>	
	<p>Mr Mair – Literacy report – 11/01/2017 – noted.</p> <p>A Governor suggested that the school use a translator for parents with no/little English. It was explained that weekly ESOL classes were held and the school had used translators in the past however it was often parents and staff that were used. If there was a specific group, it could be considered.</p> <p>Mr Jennings and Mr De Minckwitz – School Council – World Book Day</p> <ul style="list-style-type: none"> <li>• Observed classes across the school</li> <li>• Class Reading – small groups and older children helping younger children, Audio books. Wide range of reading going on</li> <li>• Met School Council – suggested they develop 3 proposals for the Resources Committee to consider</li> </ul> <p>The Chair agreed to recirculate the visits schedule.</p>	
	<b>RESOLUTION</b>	
	<b>JL to recirculate visits schedule</b>	
<b>16/17</b>	<b>GOVERNOR TRAINING AND DEVELOPMENT</b>	
	<p>Training dates to be circulated to Governors.</p> <p>The Chair encouraged attendance at training sessions.</p>	
	<b>RESOLUTION</b>	
	<b>Clerk to circulate training dates</b>	

<b>17/17</b>	<b>FUTURE MEETINGS OF THE GOVERNING BODY</b>	
	<p>EGM agreed to ratify budget – 25<sup>th</sup> May at 9.15am (following Resources meeting)</p> <p>FGB – 5<sup>th</sup> July 2017 at 6pm</p> <p>CCC – 11<sup>th</sup> May 2017 at 6pm  CCC – 22<sup>nd</sup> June 2017 at 6pm</p> <p>Resources – 25<sup>th</sup> May 2017 at 8am  Resources – 29<sup>th</sup> June 2017 at 8am</p>	
	<b>RESOLUTION</b>	
	<p><b>Noted</b></p> <p><b>EGM agreed 25<sup>th</sup> May 2017 at 9.15am (following Resources meeting)</b></p>	
<b>18/17</b>	<b>ANY OTHER URGENT BUSINESS</b>	
	<p>Governors awards – It was agreed that Ms Sanchez-Sawicka send dates to Governors to attend and present the awards.</p> <p>The Chair agreed to attend the presentation taking place on 31<sup>st</sup> March 2017 at 2.15pm</p>	
<b>19/17</b>	<b>CONFIDENTIAL ITEMS</b>	
	See confidential minutes.	

CHAIR \_\_\_\_\_ DATE \_\_\_\_\_

### School Term and Holiday Dates for the 2017/18 Academic Year

<b>Autumn Term</b>		<b>Days</b>
<b>Term 1</b>	<b>Monday 4 September - Friday 20 October 2017</b>	<b>35</b>
<i>Half-term</i>	<i>Monday 23 October - Friday 27 October 2017</i>	
<b>Term 2</b>	<b>Monday 30 October – Friday 15th December 2017</b>	<b>35</b>
<i>Christmas break</i>	<i>Monday 18<sup>th</sup> December 2017 – Monday 1 January 2018</i>	

<b>SPRING TERM</b>		<b>Days</b>
<b>Term 3</b>	<b>Wednesday 3<sup>rd</sup> January - Friday 9 February 2018</b>	<b>28</b>
<i>Half-term Monday</i>	<i>12 February - Friday 16 February 2018</i>	
<b>Term 4</b>	<b>Monday 19 February - Thursday 29 March 2018</b>	<b>29</b>
<i>Easter break</i>	<i>Friday 30 March – Friday 13 April 2018</i>	

<b>SUMMER TERM</b>		<b>Days</b>
<b>Term 5</b>	<b>Monday 16 April - Friday 25 May 2018 (excl. May Day)</b>	<b>29</b>
<i>Half-term</i>	<i>Monday 28 May - Friday 1 June 2018</i>	
<b>Term 6</b>	<b>Monday 4 June - Friday 20 July 2018</b>	<b>34</b>
<i>Summer break</i>	<i>Monday 23 July 2018 onwards</i>	

Total days - 190

**Inset dates:**

Friday 1<sup>st</sup> September 2017  
 Tuesday 2<sup>nd</sup> January 2018  
 Friday 15<sup>th</sup> June – 15<sup>th</sup> June 2018 (Eid)