

Rowdown Primary School Governing Board
Calleydown Crescent, New Addington, Croydon, CR0 0EG

Minutes of the Governing Board meeting held on
Thursday 22 September 2016 at 6.00pm

Stuart Bailey (Chair)	Appointed Governor	Present
Vikki Coffey (VC)	Parent Governor	Present
Jonathan Easton-Crouch (JE - Vice)	Appointed Governor	Apologies
Julie Gooding (JG)	Staff Governor	Not present
Sarah Nias (SN)	Parent Governor	Apologies
Diane Pumphrey (DP)	Appointed Governor	Apologies
Behjat Reza (BR)	Appointed Governor	Present
Linda Shute (Head)	Head Teacher	Present
Rebecca Wise (RW)	Staff Governor	Present
Lynn Bruce	Governance Clerk	Present
Ros Sandell (RS)	Executive Head Teacher, FACT	Present

Item	Minute	Action
1	<p>Welcome The Chair opened the meeting and welcomed everyone.</p> <p>Apologies Apologies had been received and were accepted from Sarah Nias (family issues) and Diane Pumphrey (Cardiff).</p> <p><i>During the meeting an email was received from Jonathan Easton-Crouch letting Governors know he had been detained at a previous meeting.</i></p> <p>Quorum (50%) The meeting was confirmed to be quorate.</p> <p>Declaration of Pecuniary, Business or Personal Interests Governors were asked to update any declaration of pecuniary, business or personal interests and declare any interests in any of the agenda items. None were declared.</p>	
2	<p>Election of Chair and Vice Chair The Clerk reported a written nomination had been received for Stuart Bailey as Chair. There were no self-nominations. Stuart accepted the nomination, VC seconded, therefore Stuart Bailey was duly elected as Chair for the academic year 2016-17.</p> <p>There were no advance nominations for Vice Chair however Jonathan Easton-Crouch was recommended to be elected as Vice Chair for another year.</p>	
3	Pecuniary Interest form	

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	<p>Governors were asked to sign the pecuniary interest form. Some Governors had sent it by email and others signed at the meeting. Action: Clerk to chase outstanding forms.</p> <p>Skills Audit The Clerk received two forms. Action: Clerk to chase outstanding forms and collate findings.</p> <p>Code of Practice Governors are sure they have DBS checks in place. Action: Clerk to check with the office on the Single Central Record (SCR).</p> <p>Those Governors present signed the Code of Practice. Action: Clerk to chase outstanding signatures.</p> <p>Meeting dates Governors agreed meeting dates for academic year 2016-17.</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p>
4	<p>Minutes of the last meeting - 11 July 2016 Governors agreed and approved the minutes from 11 July 2016 to be a true and accurate record of the meeting.</p> <p>The Chair signed the minutes and passed to RS for the school file.</p> <p>Matters arising from the last meeting There were no matters arising from the previous minutes.</p> <p>Action Points from the last meeting Governors noted both action points had been completed.</p>	
5	<p>Constitution of the Governing Board Governors discussed the GB membership noting Vikki Coffey's term of office was renewed for a further four years.</p> <p>Governing Board composition Governors reviewed, discussed and agreed the GB composition for forthcoming year to remain the same. An associate member will be considered with a Finance and ICT background to join the GB. Action: Clerk to liaise with SGOSS.</p> <p>Changes in Governor contact details There were no changes to contact details.</p>	5
6	<p>Governing Body Structure Governors agreed to continue with the Terms of Reference from last year. BR would like to see what is being referred to. Action: Clerk to forward a copy to all.</p> <p>Governors agreed link roles as:</p>	6

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	<p>Data – Diane Pumphrey; English – Stuart Bailey; Maths – Behjat Reza; SEND – Rebecca Wise; Child Protection / Safeguarding / CLA – Vikki Coffey; Health and Safety – <i>Sarah Nias tbc</i>; Finance – Stuart Bailey; HR - <i>Jonathan Easton- Crouch tbc</i> Website – <i>Julie Gooding tbc</i></p> <p>Using the dates of future meetings, Governors have started to set out the work agenda of the GB for the forthcoming year, linked into the School Development Plan.</p>	
7	<p>Other reports Governors had sight of the Link Adviser report. Tim Rome is the new Link Adviser and he has arranged to visit the school in October.</p>	
8	<p>Data – external and internal RS circulated a data document that she had put together from different sites including DfE, school data and national standards for KS2. Governors were asked to read the document. The accountability measures on Primary schools were also circulated with the document.</p> <p>The Head circulated a draft data evaluation report to Governors which will inform the School Improvement Plan. Internal data for each year group will be colour coded to identify specific groups e.g. boys, SEN, EAL etc.</p> <p>Q. What will happen to the data? A. All data will be added to the School Development Plan and School Evaluation Form and acknowledge what needs to be done.</p> <p>Q. How relevant is this data? A. It is a snapshot of how the whole school is doing.</p> <p>Q. Why is it so important to distinguish between the performance of boys vs girls? A. Shows awareness of children and nationally boys tend to be lower in writing and the data is used to identify whether there are any trends.</p> <p>Year 6 have four teachers and 1:1s with lots of work to get the children to where they need to be.</p>	
9	<p>Report of the Head Teacher The Head previously circulated her report to Governors and highlighted the changes to leadership team - Jenny Alves for EYFS, Rebecca Wise lower KS2 and Ann Byrne relinquished lead in curriculum area will be supporting teachers in different areas (she previous headed up reading special topics) or may work with specific teachers;</p>	

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	<p>Q. How is success of a post measured? A. All curriculum leads had expectations set out last year and they were monitored by the Head. Impact from the arts and crafts would be judged on the work produced by the children whereas English and Maths would have collated data.</p> <p>Some form of provision will be looked at for Gifted and Talented children.</p> <p>The idea of creating a Deputy Head role was discussed however budgets would need to be looked at to see if it was possible.</p> <p>There are still around 360 children on roll.</p> <p>Staff appraisals will have last year's targets reviewed and then after half term targets will be set for the following year.</p>	
10	<p>Finance issues Budget forecast for 2016-17 were approved by Trustees and Governors noted the contents.</p> <p>The caretaking team worked hard during the holidays to paint classrooms, skirting areas and will be recycling the old fire doors as they have vision panels.</p> <p>RS explained the budget is extremely tight at £1,892,106 with allocations being made to the last penny. There is a possibility of more income from FSMs even though this will be challenging for the catering staff to serve 200 meals per day during the specified time.</p> <p>The Chair queried the terminology "Sparsity" funding.</p> <p><i>After the meeting RS fed back that Sparsity is a funding formula factor. Schools are eligible for Sparsity funding if they are either small schools or they are located in areas where pupils would have to travel a significant distance to an alternative school. Primary schools will receive this funding if it has on average fewer than 21.4 pupils/year group and the average distance is at least 2 miles. Again this will change when the national funding formula is introduced.</i></p> <p>There are more children getting Educational Health Care Plans and they carry up to four levels of funding depending on their need. Academies now have to invoice the LA for the funding.</p> <p>Pay rises have been estimated and included within the new budget.</p>	

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	<p>Other staff costs E070 represents meal supervisor costs.</p> <p>The Chair, in his role of Finance Governor, will visit the school to complete a benchmarking exercise against other similar schools.</p> <p>Education Welfare Officer has been confirmed as good value for money and is effective with families.</p>	
11	<p>Policies</p> <p>Finance Policy – Governors agreed and approved. Whistleblowing Policy – Governors agreed and approved. Governor Allowances Policy – Governors agreed and approved. Governor Visit Policy – Governors agreed and approved.</p>	
12	<p>School Self Evaluation Plan (SEF)</p> <p>Governors looked at the last academic year’s SEF. The Head will include recent data and Governors noted the priorities are feeding into the SIP.</p>	
13	<p>School Improvement Plan (SIP)</p> <p>Governors reviewed and agreed the SIP noting the set priorities.</p>	
14	<p>Correspondence to the Chair</p> <p>There were no documents for discussion that had not already been discussed.</p>	
15	<p>Governor Visits</p> <p>Governors noted the Octavo Governor Visits Policy and arranged to have duty Governors listed below.</p> <p>Oct/Nov – Behjat Reza; Dec/Jan – Stuart Bailey; Feb – Vikki Coffey and Mar – <i>Jonathan tbc.</i></p> <p>Focus for visits and future dates will be agreed at the next meeting. Action: Clerk Agenda.</p>	
16	<p>Approval of school dates</p> <p>Governors considered and approved the draft school closure dates, including INSET days (05/09/16, 31/10/16, 03/01/17, 20/02/17 and 05/06/17) for this academic year and approved the residential journey dates (19-23/06/17).</p> <p>Carrey Wood has been priced as £152 per child. The PTA have donated the coach money and Year 6 have raised some funds.</p>	
17	<p>Governor training</p> <p>Governors noted the new training programme and discussed relevant training.</p> <p>Fairchildes are arranging Governor Safeguarding training for November for which all Rowdown Governors will be invited to when confirmed.</p>	
18	<p>Confidential Items</p> <p>There were no items declared confidential and recorded under ‘confidential</p>	

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	items'.	
19	<p>Future Meetings of the Governing Body</p> <p>Autumn Term Thursday 22 September 2016 @ 6.00pm (set up the year, review the previous year 2015/16, HT verbal report with targets vs actuals); Thursday 1 December 2016 – (RAISE & HT report);</p> <p>Spring Term Thursday 19 January 2017 – (HT report with Review of Autumn term/finance focus); Thursday 16 March 2017 – (Governor training session);</p> <p>Summer Term Thursday 27 April 2017 - (HT report with review of Spring Term & focus to be agreed); Thursday 29 June 2017- (End of year KS2 results and SIP evaluation).</p>	
There being no further business, the Chair closed the meeting at 8.15pm		

Signed as a true and accurate account of the meeting.	
Chair's Signature	
Chair's Name	
Date	

Item	Action Point	By	Status
1	Chase outstanding pecuniary interest forms.	Clerk	Open
2	Chase outstanding skills audit forms and collate findings.	Clerk	Open
3	Check SCR shows DBS for all Governors	Clerk	Open
4	Chase outstanding code of practice signatures.		
5	Contact SGOSS for Associate Governor with Finance/ICT background	Clerk	Open
6	Terms of Reference to all	Clerk	Open