



Minutes of the Governing Board meeting
Thursday 27 April March 2017 at 6.00pm

Stuart Bailey (Chair)	Appointed Governor	Present
Vikki Coffey (VC)	Parent Governor	Apologies
Jonathan Easton-Crouch (JE)	Appointed Governor – Vice Chair	Apologies
Anitha Dhanapal (AD)	Co-opted Governor	Present from 6.35pm
Julie Gooding (JG)	Staff Governor	Present
Amy Price (AP)	Co-opted Governor	Apologies
Diane Pumphrey (DP)	Appointed Governor	Present
Behjat Reza (BR)	Appointed Governor	Present until 7.40pm
Linda Shute (Head)	Head Teacher	Present
Rebecca Wise (RW)	Staff Governor	Present
Lynn Bruce (Clerk)	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 Governors received and accepted apologies from Vikki Coffey (family commitment), Jonathan Easton-Crouch (personal commitment) and Amy Price (family commitment).</p> <p>Quorum (50%) The Clerk confirmed the meeting 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>Minutes of previous meeting – 9 February 2017 Governors agreed and approved the minutes of 9 February 2017.</p> <p>The Chair signed the minutes and gave to the Head for the school file.</p> <p>Matters arising from the last meeting There were no ‘matters arising’ for discussion that were not already on the agenda.</p> <p>Action Points from the last meeting Code of Practice The Clerk will collect signatories from JE and AP to complete the Code of Practice confirmation sheet. Action: Clerk</p>	1

Governing Board
Calleydown Crescent, New Addington, Croydon, CR0 0EG

	<p>Parent Governor Recruitment The Clerk explained to Governors that they can recruit from another nearby school if recruitment at this school is proving difficult. The prospective Governor must have a child up to the age of 16 in full time education.</p> <p>The Head has already requested parent recruitment twice and agreed to try one last time. A note will also be added to the website. Action: Head. If recruitment is unsuccessful, Governors agreed for the Head to recruit from Meridian High School.</p>	2
3	<p>The Chair requested that Agenda item 9 was discussed at this point, Governors agreed.</p> <p>Governors' training Governors noted the training programme from Octavo.</p> <p>Governors bespoke training The Chair reminded Governors of the bespoke training 'Effective Governance and Challenge' which took place on 27 March 2017. He then highlighted areas from the whiteboard presentation which included;</p> <ul style="list-style-type: none"> • Core Governance Functions Ensuring clarity of vision, ethos and strategic direction of the school; Holding the Head Teacher to account and Overseeing the financial performance. • School strengths and weaknesses What the school does well and Areas of development. • How do we know how well the school is doing? Self-evaluation form (SEF), School development plan (SDP), Data Trends / benchmarking analysis, Head Teacher's report, External monitoring and Governor school visits. • What have we achieved? From September Governors have discussed SEF, Skills Audit, Recruitment, Schedule of work, Link Roles, Governor visits, Bespoke training and Leadership/Governance review. • Governor Link Roles Literacy (& EYFS) - SB HR /PHSE /Inclusion - JE PPG and Sports Grant - AP Website / ICT (incl. social media) - AD 	

Governing Board
Calleydown Crescent, New Addington, Croydon, CR0 0EG

	<p>Numeracy - BR Assessment (data trends/most able) - DP H&S and Premises - JG Behaviour / Lateness / Attendance - RW Safeguarding / Foundation subjects - VC EYFS – Vacant</p> <ul style="list-style-type: none"> • Role of Link Governors To monitor and evaluate their area of focus; ask focus related questions in the GB meetings, visit school in order to review focus and to be the stakeholder link between school and Governors. • Effective School Visits Opportunity to engage with key stakeholders / get to know your school better, opportunity for gaining information and asking questions outside of the SLT, feedback from the visits can be used by the Governing Board to inform and drive effective challenge to the SLT and evidence for Ofsted by demonstrating independent governance. <p>Governors were reminded they are not there to make judgements about the quality of teaching.</p> <ul style="list-style-type: none"> • What next? Continue with Governor visits; Leadership and Governance review; review the SEF in preparation for September 2017, work on a development plan for the GB and to continue to support and challenge the SLT. <p>Governor days can be difficult for Governors to attend due to own commitments. The Chair suggested meeting to review where the SEF/SDP is at during the summer term.</p> <p>Presentation to be circulated by email to all governors. Action: Clerk.</p> <p>The Head will re-circulate the vision statement of the school Action: Head.</p>	<p style="text-align: center;">3</p> <p style="text-align: center;">4</p>
<p style="text-align: center;">4</p>	<p>Head Teacher Report Governors acknowledged previously circulated report and the Head drew Governors’ attention to staff changes which is reported in the Part B confidential minutes.</p> <p>Anitha joined the meeting at this point.</p> <p>Since producing the report 44 children have joined the school.</p> <p>The Head has been authorising school trips, overseen Book Character</p>	

Governing Board
Calleydown Crescent, New Addington, Croydon, CR0 0EG

Day and Comic relief day which raised £709.02. The number of Social Services cases are high but not as high as at the start of the year. Governors noted the time involved with writing reports, attending case conferencing etc.

Q. What are the pupil numbers for September 2017?

A. The Head confirmed there are 42 children offered places in Reception compared to 35 children last year. 20 children have been offered places leaving six vacant places.

Q. 21 lesson observations have taken place since September, how many observations do teachers have?

A. Teachers will have one observation per term. There are regular learning walks with a specific focus.

Attendance and Behaviour

RW reported that on the 31 March attendance was registered as 94.1%, which is significantly below the same time last year. Chickenpox and Noro virus were some of the reasons behind the low attendance during the autumn months.

Q. What is the largest category for absence?

A. Illness is the largest reason.

The Attendance Officer has initiated lots of competitions between classes which is going well. Mufti days and movie nights are given as rewards for good attendance which the children like.

Q. What level parental engagement has there been?

A. The Attendance Officer would initially write to parents then invite them into school to discuss their individual circumstances. The Education Welfare Officer attends school regularly and will complete home visits when necessary.

There are 58 children recorded as persistently absent.

There were 661 instances registered as late during the Autumn term reducing to 407 during the Spring term.

Exclusions

There have been four further exclusions since the last report to Governors bringing the total so far to 12. Governors had sight of the Exclusion Register and the circumstances behind the entries.

Mentoring Team

This is working well meeting with both children and families. This is a boy-heavy school and the Head confirmed she regularly looks at engaging boys in different ways.

Governing Board
Calleydown Crescent, New Addington, Croydon, CR0 0EG

	<p>Virtual schools have given funding for LAC to visit a farm to care for and feed animals on a weekly basis.</p>	
5	<p>Spring Data Separate sheets have been circulated to Governors showing</p> <ul style="list-style-type: none"> • Predicted GLD in EY and some comparisons; • Children in reception are writing every day and • Specific intervention including language development. <p>Governors then went on to look at the projected percentages of children at different stages e.g. those considered to be vulnerable, those that will meet expected standards and those operating above that level. Different aspects of individual year groups have been looked at separately by the Head.</p> <p>Q. When looking at the attainment percentages, what is an acceptable benchmark? A. 60-70% would be a preferred end of year target.</p> <p>Q. What is the trigger for vulnerable percentage? A. This is teacher assessed and discussed in progress meetings which would show children that have gaps in their learning not being solid in all areas.</p> <p>Children are responding well to interventions especially in reading and maths.</p> <p>KS2 The reading SATs test should be more accessible this year.</p>	
6	<p>Pupil Premium Grant RS explained that progress measures are important and there is a system in place to monitor in-depth however the SIMs system has been giving some strange results that is being investigated.</p> <p>RS circulated some pupil progress points for the Spring term and where children are expected to be.</p> <p>Pupil Premium allocation of funds is on the website in detail for 2016-18 however figures change due to children entering and leaving the school.</p> <p>BR left the meeting at this point.</p> <p>A lot of the PPG is tied up in the staffing budget e.g. Orchard Room provisions, teaching assistants, 1:1 support in the afternoon.</p> <p>Q. What is 'quality first' teaching? A. "Quality First Teaching" is the teaching delivered by the class</p>	

Governing Board
Calleydown Crescent, New Addington, Croydon, CR0 0EG

	<p>teacher which is good.</p> <p>Q. A large sum is spent on assessment and provision, what is that? A. Additional Educational psychologist, interventions, 1:1, Oracy project.</p> <p>In September, there were 53% of pupils that were in the PPG group and 41.6% are eligible for Free School Meals.</p> <p>Place2Be provision is now provided in-house. Case studies to be created with learning mentors and responsive nurturing provided. Lunches are provided by Harrisons. All evidence and impact will be assessed for the next academic year.</p>	
7	<p>Finance</p> <p>Governors were reminded that the budget monitoring is prepared by the Business Manager and approved by the Board of Trustees. It will be circulated to Governors for information. Action: Clerk</p> <p>The summary budget for 2017-18 is approved at Trustee level however the Chair, Head and RS will meet to input.</p> <p>Last year there was an in-year deficit of £87,136 with a large carry forward. Staff reductions were made and the deficit reduced with a small carry forward.</p> <p>Q. There is a lot of data at each meeting, can we consider a central area for all Governors to log into? A. Options to be looked at further were suggested as Shared drive, Fronter, Google and One Drive for business and if there are any costs attached. Action: RS & Clerk to look in to options.</p>	<p style="text-align: center;">5</p> <p style="text-align: center;">6</p>
8	<p>Premises</p> <p>Bearing in mind the financial update, Governors discussed and agreed for the site manager to walk around school with JG to identify areas to develop allowing a five-year maintenance plan to be drawn up. Action: JG to feedback to the next meeting.</p>	7
9	<p>Correspondence to the Chair</p> <p>There was no correspondence from the Chair.</p>	
10	<p>Governor Duty/Visits</p> <p>Governors noted the focus visits from AP 22/03/17 and SB 28/03/17.</p> <p>Governors agreed future visits as</p> <ul style="list-style-type: none"> • May - JG - H&S and • Jun - DP – Focus to be agreed 	
11	<p>Confidential Items</p> <p>Governors agreed areas within item 4 be declared confidential and recorded in the Part B minutes.</p>	
12	<p>Future Meetings of the Governing Board Summer Term</p>	

Governing Board
Calleydown Crescent, New Addington, Croydon, CR0 0EG

	<ul style="list-style-type: none"> Thursday 13 July 2017 (End of year KS2 results and SIP evaluation) 	
There being no further business, the Chair closed the meeting at 8pm.		

Item	Action Point	By	Status
1	Chase outstanding code of practice signatures from JE & AP.	Clerk	Open
2	The Head to attempt parent governor recruitment one last time and add to the website. If unsuccessful, Meridian High to be approached.	Head	Open
3	Email training presentation to all governors	Clerk	Open
4	Circulate Vision statement	Head	Open
5	Circulate budget monitoring to governors	Clerk	Open
6	Best storage (and costs) for GB paperwork.	RS & Clerk	Open
7	Feedback on five-year maintenance plan.	JG	Open

Signed as a true and accurate record of the meeting.	
Chair's signature	
Chair's name	
Date	