

**MINUTES OF A MEETING OF THE GOVERNING BODY OF WOODFORD GREEN
PRIMARY SCHOOL HELD ON MONDAY 27TH JANUARY 2014 AT 7PM AT THE
SCHOOL.**

Present: Mrs Candice Dwight (Chair) -Community Governor

Community Governor

Mr Daren Flight

Local Authority Governors

Mrs Nicola Bradley

Parent Governors

Mrs Ruth Marshall

Mrs Juliet Pancho

Mrs Archana Ravalia

Mrs Faye Spencer-Craig

Staff Governors

Mrs Jane Powell(HT)

Ms Gail Atkins

Ms Kelly Surtees

Clerk to the Governors: Mrs Caroline Russell.

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1. Welcome and Apologies for Absence: All were welcomed to the meeting including Ms Kelly Surtees, staff governor, to her first meeting of the governing body. Apologies for absence were received and accepted from Ms Molly Samuel-Leport and Ms Kerry Anstell, deputy head teacher.

1.2. Quorum: The meeting was quorate.

2. DECLARATION OF INTEREST

2.1. Declarations of Interest: There were no declarations of interest in any of the following agenda items.

2.2. Items to be taken under Any Other Business: It was **AGREED** to consider a proposal that the Governing Body join the National Governors' Association.

3. GOVERNING BODY

3.1. Governing Body Membership: It was noted that there are no current vacancies or members whose term of office will end before the spring term 2014.

3.2. Disqualification due to Non-Attendance: This item was noted without action.

3.3. Self Declaration Forms: It was noted that Governor Services have updated information about governors.

4. MINUTES

4.1. Minutes of the Governing Body Meeting Held on 24 November 2014: These were received and accepted. A copy was signed by the chair for retention by the school.

4.2. Matters Arising:

4.2.1. Self Evaluation Form: A vote of thanks was agreed to the head for updating this. It is a useful source of information about the school for use by governors and will be updated further by the head on an ongoing basis.

ACTION: HT to update bi-annually to reflect current OFSTED terminology and statutory data and circulate to governors.

4.2.2. Visit from Her Majesty's Inspector (HMI): It was noted that no further contact has been received from OFSTED since the last meeting and it was **AGREED** to await this in the next few months.

4.2.3. Link Governor Visits: It was noted that a number of governors have visited the school and that visits have been documented.

4.2.4. Safeguarding: It was noted that details of all governors are recorded on the Single Central Record. JP has visited and reviewed the Single Central Record together with other data relating to exclusions, attendance and safeguarding.

4.2.5. Health and Safety at School: It was reported that the head has made contact with the LBWF catering service with funding identified for kitchen refurbishment.

ACTION: HT to make further contact stating governors' concerns about this issue.

4.2.6. Annual Health and Safety Report: This has been completed in school and sent to the LA.

4.3. Committee Reports

4.3.1. Finance Committee 21/01/2014: It was reported that the budget is on track at month 9 with 60% spent. Insurance reimbursement has been received for long-term sickness absence. It was **AGREED** not to replace light bulbs but to replace two interactive whiteboards and noted that the boards themselves have a limited life. It was **AGREED** that budget notes/commentary re income sources and expenditure would be useful. Governors are welcome to visit the school for more detailed information about the budget.

4.3.2. Performance, Curriculum and Policy Committee 21/01/2014: Draft minutes will be circulated and this committee continues to meet twice termly to receive link governor reports and review policies. The last meeting reviewed the safeguarding and child protection policies based on LA model policies. Governors asked that the two safeguarding policy and guidance documents be combined into one policy and school contacts be updated. The special educational needs policy will be reviewed next term following review to reflect legislative change. The data protection policy will be reviewed by email. The meeting also reviewed link governor reports which are conducted consistent with guidance for visits which is also circulated to relevant staff. The committee also met with representatives of the School Council with a number of actions identified for consideration by the governing body and school.

5. **CHAIR'S ACTION:** This was reported regarding visits to the school Christmas Concert and Christmas Bazaar. (Thanks to staff and PTA for enjoyable and well organised events).

6. HEADTEACHER'S REPORT

6.1. Summer 2013summer 2013 SATS Results: Congratulations were extended to the school and head on an improved set of results and the letter of congratulation from the DfE.

- 6.1. 'Closing the Gap': It was noted that the school is working hard to close the gap in attainment between pupils in receipt of pupil premium funding and those who are not. An analysis was received noting that the great majority of these pupils are making expected or better progress and that the majority of those who do not, have significant special educational needs. There is little difference in attainment by the end of year 6.
- 6.2. Quality of Teaching and Learning: The head reported that teaching is typically good /outstanding over time as validated by lesson observations, book scrutiny and data analysis.
- 6.3. Pupil Mobility/Pupils with English as an Additional Language: Some concern was expressed in the meeting regarding the potential educational impact of this in a small school. It was **AGREED** that the impact of this will need to be evaluated over time. It was noted that the school is now less vulnerable as nearly full. Children new to the country typically move into schools in the south of the borough which have been expanded to provide additional places where necessary. It is expected that good results will have a continuing beneficial impact on admissions. Families more typically move from the school to areas outside London or to independent or faith schools but are outnumbered by families joining the school.
- 6.4. Key Stage 1 and 2 Targets, Predictions and Results: These were reviewed noting that the current cohort includes a high proportion of summer born children with implications for key stage 1 targets. (The target for attainment at level 2 is 96%, the prediction is 90%). The PCPC committee will review this further in conjunction with pupil premium data. It was noted that reading, writing and maths are now reported separately with an improving focus on attainment in writing. Statistical information is updated regularly by the head teacher.

7. SCHOOL ITEMS

- 7.1. 9 Question Feedback Update: This has been circulated and re-circulated to governors by the chair. Action areas were reviewed in turn in the meeting, noting as follows:
 - Attendance at governor induction training:** This has been completed.
 - School Self Evaluation:** It has been **AGREED** that documentation be updated bi-annually or as necessary by the school.
 - Relationships with Key Stakeholders:** Link governors evaluate the school using information from a range of sources including pupils, pupil work and parents.
 - Training re Link Governor Role:** Mrs Ruth Marshall reported regarding this.
 - Relationships with Middle Leaders:** Link governors are doing this and the PCPC committee will consider this issue.
 - Governor Training re RAISE Online Data:** This has been completed.
 - Data Dashboard:** This will be reviewed by the Governing Body once updated online.
 - Headteacher Performance Appraisal Review:** This is regularly monitored.
 - Committee Reports to FGB:** It was asked that these be provided with 2 weeks notice if possible.
 - NCSL Training for Chairs of Governors:** CD is completing this.
 - Regular Monitoring of Statutory Duties:** This is ongoing.
 - Governors' Open Day to Meet Key Stakeholders:** There has been positive parental feedback to governors. It was **AGREED** that inclusions on the school website re the role and responsibilities of governors would be useful, governors will meet parents at parents' evening and there are governor photos in the school entrance.
 - School Council:** This has met with representatives of the Governing Body and funding is available for projects suggested by pupils.

Governor Visits Protocol: This will be provided by the chair of governors .

ACTIONS:

-Chair of governors re visits protocol.

-Ms Ruth Marshall re insert on school website re governor roles and responsibilities.

7.2. Feedback from RAISE Online Training: The deputy head was thanked for conducting this, the training having enhanced governor understanding of this data.

7.3. School Bi-Centenary Projects: It was **AGREED** that a programme of dates be formulated.

ACTION: GA to lead.

8. **CONSIDERATION OF CHANGES TO GOVERNANCE REGULATIONS:** Receipt of a letter from DM was noted referring to recent changes to school governance regulations. The requirement to circulate meeting papers 7 days in advance was noted. It is believed that the governing body is compliant with the updated regulations.

9. **GOVERNOR TRAINING:** Significant attendance at training events was noted and reported.

RM: Reported attendance at a link governor training course with a protocol provided reflecting governing body practice. It was noted that this is most applicable to subject link governors and that information is evaluated from a range of sources.

FSC and DF: Finance training will be undertaken.

CD: Will undertake the NCSL Leadership Development Programme.

RM: Will undertake online safer recruitment training.(HT to send link).

DHT: Led safeguarding training for all governors.

HT: Has undertaken pre OFSTED inspection training including subsidiary guidance noting the focus on attainment and progress, leadership and management and teaching and learning.

10. **FINANCIAL DOCUMENTATION**

The Statement of Internal Control, School Financial Regulations, Best Value Statement and LBWF Financial Regulations were confirmed as reflecting current practice in school.

ACTION: Finance committee to review.

11. **SAFEGUARDING LINK GOVERNOR**

Ms Pancho reported that she had visited school and reviewed documentation relating to exclusions, admissions, attendance and the Single Central Record.

12. **DATES AND AGENDA ITEMS OF FUTURE MEETINGS**

-Tuesday 18 March 2014-8am-Finance.

-Wednesday 19 March 2014-8.45 a.m.-PCPC.

-Monday 31st March 2014-7pm-School. (Change of date).

Draft agenda items to include welcome and apologies for absence, declarations of interest, membership, minutes and matters arising from the last meeting, chair's action, headteacher's report, confidential and school items, bicentenary proposals and safeguarding training.

13. **ANY OTHER BUSINESS**

13.1. Membership of National Governors' Association: This was **AGREED**.

13.2. Use of School Sports Premium Funding: It was noted that this ring-fenced 2 year fixed term grant is being used to employ specialist professionals to support teaching

staff. This is gymnastics coaching in key stage 2 this term including progression, skills and pupil support. Future sessions in other sports are planned. The gymnastics team will enter a competition and there is also support from local secondary schools for multi sports sessions. GA **AGREED** to serve as link governor. An analysis of expenditure of this grant was provided and noted.

The meeting closed at 9.00 p.m. DISTRIBUTION: All.

