

**MINUTES OF A MEETING OF THE GOVERNING BODY OF WOODFORD GREEN
PRIMARY SCHOOL HELD ON MONDAY 31ST MARCH 2014 AT 7.00 P.M. AT THE
SCHOOL.**

Present: Mrs Candice Dwight (Chair) -Community Governor

Community Governors

Ms Ruth Edwards
Mr Daren Flight

Local Authority Governor

Mrs Nicola Bradley

Parent Governors

Mrs Ruth Marshall
Mrs Juliet Pancho
Mrs Archana Ravalia

Staff Governors

Mrs Jane Powell (HT)
Ms Gail Atkins
Ms Kelly Surtees

Also in Attendance: Ms Kerry Ansell, Deputy Headteacher.

Clerk to the Governors: Mrs Caroline Russell.

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1. Welcome: All were welcomed to the meeting including Ms Ruth Edwards as a newly appointed community governor.
- 1.2. Apologies for Absence: These were received and accepted from Ms Faye Spencer-Craig and Ms Molly Samuel-Leport.
- 1.3. Quorum: The meeting was quorate.

2. DECLARATION OF INTEREST

- 2.1. Declarations of Interest: There were none.
- 2.2. Items to be taken under Any Other Business: These were noted as below.

3. GOVERNING BODY

- 3.1. Appointment of Deputy Headteacher: Ms Kerry Ansell was thanked for her service to the school as Deputy Head with best wishes on her promotion to a headship within the LA. It was noted that the Governing Body had interviewed for a Deputy Headteacher earlier in the day and had appointed a Mr Kieran Johnson with effect from 1st September 2014, subject to references. Ms Kelly Surtees was appointed as interim Deputy Head next (summer)term, following internal interviews earlier in the term.

- 3.2. Governing Body Membership: The clerk reported that there are no current vacancies or members whose term of office will end before the spring term 2014.
- 3.3. Disqualification due to Non-Attendance: This item was noted without action.
- 3.4. Self Declaration Forms: The clerk asked that these be returned to Governor Services when sent to newly appointed governors as soon as possible.

4. MINUTES

- 4.1. Minutes of the Last Meeting Held on 27th January 2014: These were received and accepted (typo amended). A copy was signed by the chair for retention by the school.
- 4.2. Matters Arising:
 - 4.2.1. Refurbishment of School Kitchen: The Head reported that the LBWF catering service had recently visited the school kitchen to review its adequacy prior to the introduction of universal entitlement to free school meals at key stage 1 from September 2014. Consequently, extensive refurbishment is planned of kitchen equipment, floors, walls and toilet over the summer holiday period. The Governing Body welcomed this news as long needed, noting that this should support staff in continuing to provide good quality food and cater for the expected rise in numbers taking school meals.
 - 4.2.2. Contact from Her Majesty's Inspectorate (HMI): The Head reported that recent contact had been made by an HMI Flanagan. He had verbally reviewed with the Head actions taken relating to the 4 key OFSTED areas and school RAISE online and Dashboard data. As a result, the school is now considered to be ready for inspection at any time between now and October 2014. If the inspection takes place after September 2014 it is hoped that 2 years' improving data will substantiate the case for the school being considered 'good'.
 - 4.2.3. Governance: The chair reported that she has drafted an insert posted on the school website regarding the responsibilities of the Governing Body.
 - 4.2.4. Governor Visits Protocol: This has been received and circulated.
 - 4.2.5. National Governors' Association: It was reported that the school is now a member of the NGA with newsletters received online.
 - 4.2.6. Sports Premium Grant Funding: An analysis has been provided of the use made by the school of this funding.
 - 4.2.7. School Bi-Centenary Celebrations: A date has been identified for this.
- 4.3. Committees:
 - 4.3.1. Finance and Premises-18th March 2014: Draft minutes were received and accepted. It was noted that the meeting had received and discussed quarterly monitoring (income 102% spent and predicted carry forward £25,000). Information was also noted re finance governors' course feedback (postponed until June), clevertouch screen, predicted spend for next academic year, nursery, any other business and after school club. The 2014/15 draft budget allocation has been received and updated with known costs on a revised, more flexible format with the school able to

maintain current staffing levels. Finance committee will consider the 2014/15 budget proposal in detail prior to its ratification by the full Governing Body in May. Date of next meeting is Thursday 24th April 2014 at 8am.

- 4.3.2. Performance, Curriculum and Policy 19th March 2014: This meets twice termly with an agreed organisation of agenda. 8 policies were reviewed in detail and then ratified relating to child protection, safeguarding, charging, complaints, health and safety, governor visits, PE and volunteers in school. (The policies were ratified by the full Governing Body). It was noted that Ms Atkins had agreed to serve as PE link governor and link governor reports were reviewed. School curriculum leaders will be invited to make presentations to the full Governing Body regarding the revised National Curriculum. Date of next meeting is 7th May at 8.45 a.m.

5. CHAIR'S ACTION

- 5.1. Appointment of interim Deputy Head: This was reported as above.

6. HEAD TEACHER'S REPORT

- 6.1. The report was received and accepted including sections relating to achievement of pupils, quality of teaching, staffing, behaviour and safety and leadership and management.
- 6.2. SATS Assessments: It was reported that progress to the end of key stage 2 has been good but attainment this year may be slightly lower than last due to the number of pupils with special educational needs in the class.
- 6.3. Casual Admissions: It was noted that there had been a number of these from other schools with no prior information for some children. This creates an academic challenge for the school. However, the gap in attainment in year 5 between pupils in and not in receipt of free school meals has closed following multiple interventions by the school to support their progress. It was noted that the high number of pupils with English as an additional language impacts on attainment in writing including grammar. Staff INSET has been held and further planned regarding support for children with English as an additional language.
- 6.4. 2013 Data Dashboard: This has been seen by all governors with positive data indicating that the school is performing well and exceeding national expectations.

7. SCHOOL ITEMS

- 7.1. Bicentenary Proposals: The Head reported that a number of celebratory activities are planned with an open day to be publicised locally. A number of alumni will be invited, together with the local MP(The Right Honourable Iain Duncan Smith). Other possibilities include a picnic, celebrity opening and letters to the Queen.

ACTION: Head to advise further.

- 7.2. Safeguarding Training: This has now been conducted for the full Governing Body earlier that evening.

8. GOVERNOR SERVICES SERVICE LEVEL AGREEMENT 2014/15

It was **AGREED** that this continue to be bought-back at silver level(Chair authorised). It was noted that this level of buy-back entitles the Governing Body to unlimited access to the LBWF governor training programme so

governors are encouraged to avail themselves of training events where these would be beneficial.

9. SCHOOL TERM DATES 2014/15

The LBWF calendar was **AGREED** and non-contact dates determined for the 2nd and 3rd September 2014. The remaining non-contact days will be decided in consultation with school staff.

10. GOVERNOR TRAINING

10.1. Safeguarding Training: This has now been conducted for the whole Governing Body.

10.2. Chair of Governors: CD is undertaking the NCSL Leadership Development Programme for chairs of governors. She asked that all governors contacted complete the 360 degree diagnostic questionnaire.

ACTION: Chair to arrange for this to be resent.

10.3. Ms Ruth Edwards reported regarding recent attendance at governor induction training, school self evaluation and development planning and Head teacher appraisal and performance management. The sessions attended were interesting and informative.

11. SAFEGUARDING

11.1. Ms Juliet Pancho reported regarding a visit (proforma circulated) on 20th March 2014. Checks made included the Single Central Record, attendance, exclusions (0), vulnerable pupils, child protection issues, safeguarding and child protection policies and training. Safer recruitment training by governors, and designated deputy child protection officer will have training and Governing Body has been appropriately trained.

ACTION: Head regarding outstanding CRB/DBS checks.

12. DATE AND AGENDA ITEMS FOR FUTURE MEETINGS

12.1. Date of Next Meeting: Tuesday 6th May 2014 to include consideration of 2014/15 budget proposals at 7pm at the school.

12.2. 2nd Termly now rescheduled to Monday 30th June 2014(Standard LA agenda items, curriculum presentations re revised National Curriculum and reconstitution of the Governing Body).

ACTION: Governor Services to note/action.

13. ANY OTHER BUSINESS

13.1. Appointment of Interim Deputy and Substantive Deputy Head Teachers: These appointments will be advised to parents shortly. Meanwhile confidentiality should be respected by all governors whilst references and DBS checks are taken up.

13.2. After School and Breakfast Club Provision: It was noted that this provision has recently been inspected by OFSTED with provision suspended because the club needs a non-domiciliary registration. Re-registration is awaited with a number of families affected meanwhile. An allegation was made but not upheld, it being noted that the club is registered independently of the school.

The meeting closed at 8.30 p.m.

DISTRIBUTION: All above.

