

St Saviour's Church of England Primary School

The minutes of the meeting of the Governing Body of St Saviour's Church of England Primary School held on Thursday 19th October 2017 at 6pm

Staff

Fanoula Smith (Head)*
Allan Kelly*

Parent

Vacancy
Vacancy

Local Authority

Vacancy

Foundation

Rev. Jane Hodges (Ex-Officio)
Vacancy (PCC)
Jacqui Buchan (PCC)*
Philippa Downs (LDBS) (Vice-Chair)*
Chris Coyle (Deanery Synod) (Chair)
Beki Rogers (Deanery Synod)*
Aune Turkson- Jones (LDBS)

Associate Members

Elizabeth Stout*
Hannah Harniess

* denotes present

The meeting commenced at 6pm and was quorate.

Philippa Downs opened the meeting in prayer

1. ELECTION OF CHAIR AND VICE-CHAIR

- 1.1 The clerk sought nominations for the position of Chair of Governors; Jacqui Buchan nominated Chris Coyle; the nomination was seconded by the Headteacher. There being no other nominations, Chris Coyle was unanimously elected Chair of Governors until the first meeting of the autumn term 2018.
- 1.2 The Chair sought nominations for the position of Vice-Chair of Governors; the Headteacher nominated Philippa Downs; the nomination was seconded by Jacqui Buchan, there being no other nominations, Philippa Downs was unanimously elected Vice-Chair of Governors until the first meeting of the autumn term 2018.

RESOLVED: Chris Coyle was unanimously elected Chair of Governors until the first meeting of the autumn term 2018.

RESOLVED: Philippa Downs was unanimously elected Vice-Chair of Governors until the first meeting of the autumn term 2018.

Governors thanked Jacqui Buchan for her excellent work as Chair of Governors, over the previous two years.

2. WELCOMES, APOLOGIES AND DECLARATIONS OF INTERESTS

- 2.1 As the Chair had sent apologies, Jacqui Buchan agreed to Chair the meeting and welcomed all Governors to the meeting.
- 2.2 Chris Coyle, Aune Turkson-Jones, Rev. Jane Hodges and Hannah Harniess had sent apologies for absence.
- 2.3 All Governors present completed a Register of Pecuniary and Personal Interests form and they were returned to the clerk.

3. MINUTES OF THE MEETING HELD ON TUESDAY 4th JULY 2017 AND MATTERS ARISING

- 3.1 The minutes of the meeting held on Tuesday 4th July 2017 had been circulated with the agenda and read by all Governors.

3.2 It was noted that Elizabeth Stout and Beki Rogers' surnames had been misspelt in the minutes.

RESOLVED – To agree the minutes of the meeting held on Tuesday 4th July 2017, subject to the amendments outlined above. The minutes were signed by the Vice-Chair.

3.3 It was noted that all actions from the previous meeting had been completed.

4. MEMBERSHIP ISSUES

4.1 Governors noted the Parent Governor vacancies and were informed that the school was in the process of holding elections.

4.2 The PCC vacancy was noted and it was reported that the PCC had been informed.

4.3 It was noted that Allan Kelly's term of office was due to end on 22nd October 2017; the school had informed staff that there would be a vacancy and three members of staff had expressed an interest in the position.

4.4 It was reported that Beki Rogers' term of office would end on 27th October 2017, it was noted that the school would recommend that the Deanery Synod reappoint Beki Rogers.

4.5 Governors were informed that Aune Turkson-Jones' term of office would end on 31st October 2017, it was noted that the LDBS had been informed.

4.6 It was noted that Yonatan Raz-Fridman had resigned from the Governing Body as he had relocated to New York. It was agreed that candidates for the LA vacancy would be sought.

ACTION: Parent and Staff Governor elections to be held.

ACTION: To fill the Governor vacancies and ensure reappointments were made.

5. GOVERNORS' CODE OF CONDUCT

5.1 The NGA's model Governors' Code of Conduct had been circulated and noted by Governors. It was agreed to approve and adopt the Governors' Code of Conduct.

RESOLVED: To approve and adopt the Governors' Code of Conduct.

6. APPOINTMENT OF LINK GOVERNOR ROLES

6.1 The following Link Governors were agreed:

- Safeguarding, Child Protection – Jacqui Buchan and Aune Turkson-Jones
- SEND – Philippa Downs
- Health and Safety – Chris Coyle and Aune Turkson-Jones

7. COMMITTEE STRUCTURE AND TERMS OF REFERENCE

7.1 It was agreed to retain the current committee structure which comprised of Curriculum Committee; Resources and Premises Committee; Admissions Committee; Headteacher's Performance Management Committee; Appraisal and Pay Committee; Staff Disciplinary Committee; Staff Disciplinary Appeals Committee and Exclusions Committee.

7.2 It was agreed to retain the current terms of reference.

RESOLVED: To agree the committee structure and terms of reference.

8. MEMBERSHIP OF SUB-COMMITTEES

8.1 The following sub-committee membership was agreed:

- Curriculum – Philippa Downs; Headteacher; Hannah Harniness and Beki Rogers
- Resources and Premises – Chris Coyle; Jacqui Buchan;; Headteacher and Elizabeth Stout
- Admissions – Philippa Downs; Chris Coyle and Elizabeth Stout
- Headteacher’s Performance Management – Beki Rogers and Jacqui Buchan
- Appraisal and Pay – Jacqui Buchan; Beki Rogers and Philippa Downs
- Staff Disciplinary – Any three eligible Governors
- Staff Disciplinary appeals – Any three eligible Governors
- Exclusions – Any three eligible Governors.

9. HEADTEACHER’S REPORT

- 9.1 The Headteacher’s Report had been circulated prior to the meeting and had been read by all Governors, the following salient points were discussed:
- 9.2 Teaching, learning and assessment: Governors were informed that teachers were ambitious for all pupils and planned to meet all needs within the classroom. They worked well in teams, increasingly sharing good practice and expertise within and beyond school, which allowed all staff to benefit. It was reported that support staff provided for inclusion, ran intervention groups, and a range of individual support, including Neuron Learning, guided reading and reading assessments. Governors were pleased to note that support staff were increasingly independent and effective in their work with pupils.
- 9.3 It was reported that the evidence from lesson observations found that teaching was strong; children were engaged in learning and made excellent progress. SMSC was a strength across the school and relationships were positive between and within groups. All teachers received extensive training, were given the opportunity to plan together, were able to watch and learn from one another, so that teaching was strong and pedagogy was improved. The expertise in the middle and senior leadership teams was shared so that all staff were involved in partnering for performance. Peer working in triads, with the Deanery, the Poplar Partnership and the MCubed groups meant that leaders took the opportunity to plan shared developments across those school partnerships. The school was also working on reading skills at greater depth with other Poplar Partnership schools at middle leadership level, whilst at senior leadership level the school was embarking on a peer review programme with SSAT on reading initiatives.
- 9.4 The CPD in the autumn term had focused on safeguarding, curriculum planning & assessment, strategies for dealing with behaviour (especially for NQTs) and reading. P4C training for newly appointed teachers who needed it would take place, so that all teachers were P4C trained and the school would also continue with its commitment toward Silver and Gold level P4C.
- 9.5 It was noted that moderation across the partnership and the local authority was underway. Governors were informed that this enabled the school to secure its baselines and quality assure its judgments.
- 9.6 Governors were informed that the results from the school survey indicated that parents, pupils and staff believed teaching was very strong. In addition, all teachers and support staff had said they felt secure and happy using the school’s assessment systems to support pupil achievement. It was reported that staff had high expectations of pupils and pupils made good progress.

- 9.7 Outcomes: The KS2 results across reading, writing and mathematics placed the school in the top 10% of schools nationally for attainment and in the top 12% of schools nationally for progress. It was noted that this would become even more significant once disapplications and other pupil factors that impacted on the cohort, including chicken pox during SATs, were taken into account. Governors were pleased to note that the school's disadvantaged pupils outperformed all pupils nationally in both their attainment and their scaled scores. SEND pupils also performed higher than national. It was reported that the school's reading results placed it within the top 10% of schools and the mathematics results within the top 9% of schools. Governors were informed that writing would be a focus for the school in the forthcoming academic year.
- 9.8 It was reported that the KS1 and Early Years results were in line with national, whilst the phonics result was significantly above. Governors were informed that the school's focus was on greater depth and challenge for all.
- 9.9 Governors were pleased to note that across the whole school progress was excellent, varying between 96%-100% for different groups, whilst attainment for white boys with additional needs continued to be a focus within key year groups. Governors were informed that the overriding SEND need was language and communication, with most of the issues being related to specific language difficulties or dyslexia. There had also been an increase in boys with ASD referrals and diagnoses throughout school.
- 9.10 Data analysis using ASP (the replacement for RAISEonline) was being used to address development points in reading, maths & spelling.
- 9.11 Pupil behaviour and welfare: Governors were informed that all transitions had been extremely smooth and parental conferencing had shown how the school was establishing strong relationships with parents.
- 9.12 Behaviour was a strength throughout the school, this was due to the strong community cohesion and high expectations pupils; parents and staff had for children.
- 9.13 Governors were informed that pupil leadership was flourishing, with a growing number of Year 6 children becoming increasingly independent, and running clubs such as a book club, music club, alongside their roles as friendship and anti-bullying ambassadors.
- 9.14 It was noted that the parent survey responses outlined that 93% of children were happy and 97% felt safe (the 7% and 3% were "can't comment" rather than submitting a negative response) 86% believed behaviour was good, whilst 13% said they did not know. Parents voted to cut swimming provision rather than music and asked for personal reminders for paying the voluntary contributions. All teachers and support staff said they were proud to be members of the school, were in tune with the vision and ethos, believed behaviour was good, that the school had high expectations of pupils and there was good pastoral care. The pupil questionnaire reported that over 99% of pupils were happy and 100% felt safe in school. The Headteacher said she would be looking at the raw data to see which two pupils said they were not happy, in order to find out why. It was noted that currently the school was asking parents about their attitude and habits in reading, to ensure that the school tailored workshop provision accordingly. The school was also embarking on bespoke work on dyslexia, in order to support pupils' emotional and organisational skills at home and in school.
- 9.15 Attendance analysis indicated that a handful of pupils, at times less than five children, were impacting on the overall attendance figures, including on the persistent absence of groups. It was noted that absence was being

- followed up by the school's Family Liaison Officer, the LA's Attendance and Welfare Adviser (AWA) and the Headteacher.
- 9.16 EYFS: Governors were informed that dynamic EYFS leadership was ensuring excellence throughout the phase, through modelling, mentoring and coaching. Teacher and support staff expertise was combining to enable pupils to become well settled, it ensured that any needs were being identified and any necessary plans put in place.
- 9.17 It was reported that moderation with the MCubed Partnership had taken place and had been extremely positive about the school's high expectations for pupils.
- 9.18 Workshops had taken for parents in the EYFS to ensure children made a smooth transition and to make sure that parents were familiar with the daily expectations in the foundation stage.
- 9.19 It was reported that due to the influx of children with needs, the school had employed some agency staff, so that the EYFS setting remained safe and stimulating, so that risk was managed and safeguarding requirements were met.
- 9.20 It was noted that the Storytelling, Tales Toolkit and Talk Boost, Philosophy for Children and language rich provision was contributing towards the focus on children's communication, language and thinking skills.
- 9.21 It was reported that pupils and staff had contributed towards the redesign of the Reception outdoor area.
- 9.22 Leadership and management: It was reported that the school had a strong, distributive, leadership structure with senior leaders coaching and leading middle leaders, who were in turn leading NQTs. Governors were informed that leaders were currently presenting audits for the Arts Quality Mark and Silver P4C and were making plans for the Silver and Gold Healthy Schools awards, for Bike It Plus and for joining the Mile a Day. All staff supported the school's focus on Challenge for All, using the NACE framework.
- 9.23 The Headteacher said the curriculum was inspirational, the themes, hooks and exits remained exciting and vibrant.
- 9.24 The school's partnership with parents continued, the conferences within the first month of the new academic year had been well attended. Workshops on transition, health, EYFS and special needs had taken place or were due to take place.
- 9.25 It was noted that the school continued to be oversubscribed across year groups and the school maintained a waiting list.
- 9.26 Governors were pleased to note that the school's focus on mathematics in the previous year had led to a significant improvement in the mathematics results.
- 9.27 The Headteacher said that having taken account of the school's internal data, the review of the School Development Plan and the views of staff and pupils, it had been agreed that the main areas of focus for the forthcoming year would be: embedding the curriculum and providing deeper learning opportunities across all areas; enhancing explorative learning opportunities when learning about the world, especially in science and technology and developing inference skills in reading for all children.
- 9.28 It was reported that the school had recently had a teaching and learning review carried out by Brian Welsh from the LDBS and Mary Jones from the LA and teaching had been judged to be consistently good or outstanding, the NQTs were found to be settled and happy and middle leaders were said to be having a positive effect on the school.

- 9.29 Governors were pleased to note that Year 6 pupils were running clubs, it was agreed that it was very positive for them and for pupils throughout the school.
- 9.30 Governors congratulated the Headteacher and the school on the excellent work they had completed in the previous year and for their continued commitment and enthusiasm. It was noted that the Headteacher had been unwell at the start of the term and the school had continued as usual, with no disruption at all. It was agreed that this was the sign of a very competent and effective staff body.

10. ACADEMISATION AND PARTNERSHIPS

- 10.1 It was noted that there was nothing further to report on these items at the present time.

11. POPLAR PARTNERSHIP

- 11.1 It was noted that Langdon Park School had confirmed that they would fund the salaries of Mark Cawston and Helen Ellis for the forthcoming year, but would not be providing any additional funding for the partnership. It was noted that the schools in the partnership would be meeting to reaffirm their action plan on health, but there would not be any funding for any of the work.

12. SCHOOL LUNCHES

- 12.1 Governors were informed that the Headteacher and Elizabeth Stout would be visiting Sir John Cass Primary School to try the lunches they served and would report back following the visit.
- 12.2 It was reported that the new EYFS lead was hoping to introduce family service to the EYFS.
- 12.3 Governors were informed that the cost of school lunches had risen and Governors agreed that the cost of nursery lunches would have to be increased by the same amount, as the school could not afford to cover the increase.

RESOLVED: Cost of nursery lunches to rise in line with the rise in lunch costs.

13. MINUTES FROM COMMITTEES

- 13.1 The minutes from the Curriculum Committee meeting held on Tuesday 3rd October 2017 had been circulated with the agenda and had been noted by all Governors.
- 13.2 There were no matters arising.

14. POLICIES

- 14.1 The Appraisal Policy; Capability Policy; Pay Policy; Child Protection/Safeguarding Policy, Supporting Pupils with Medical Conditions and the Inclusion Policy had been circulated prior to the meeting and had been read by all Governors.
- 14.2 It was noted that the Pay Policy, which was a LDBS policy, included a 2% across the board increase for staff from September.
- 14.3 **Q&A:** Governors asked if the increase had been allocated in the budget and it was reported that it had been.
- 14.4 Governors discussed the option to reduce the maximum points awarded (from two to one) to leaders and it was agreed to retain the current option, which gave Governors flexibility if it was needed. It was noted that two points would only be awarded in light of exceptional circumstances, but it was agreed that it was prudent for the policy to include a level of flexibility.
- 14.5 It was reported that the Supporting Pupils with Medical Needs Policy had been amended to ensure that parents were aware that it was their responsibility to ensure that the medical information the school held about their children was up

to date, so that in the event of an emergency the correct treatment could be administered.

- 14.6 Governors asked that their thanks be passed on to Rachel and Clare for the work they completed to try and get all children's medical information and care plans up to date.

RESOLVED: Governors approved and adopted the following policies

- Appraisal Policy
- Capability Policy
- Pay Policy
- Child Protection/Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Inclusion Policy

15. POLICIES APPROVED BY COMMITTEE

15.1 The following policies had been approved by committee

- SMSC Policy
- RE Policy
- Worship Policy
- Food Policy

16. REPORTS BY GOVERNORS INCLUDING ANY CHAIRS ACTION

16.1 There had been no Chair's action.

16.2 Jacqui Buchan and Chris Coyle had submitted visit reports which had been circulated prior to the meeting and had been read by all Governors.

16.3 Philippa Downs and Elizabeth Stout had attended a number of school services at All Saints.

16.4 Beki Rogers had attended an exit celebration and the Curriculum Committee meeting.

16.5 Jacqui Buchan had attended an exit celebration and had completed a health and safety visit. It was noted that the bridge between the treetops had partially fallen and the area was currently cordoned off, it was reported that the school had organised for the bridge to be repaired. It was noted that there was also some work that needed to be carried out on the kitchen door. Governors were informed that there had been a fire alarm and the school had been evacuated in two minutes and twenty-five seconds.

16.6 Jacqui Buchan had attended the Governors' Conference, which she had enjoyed and found informative.

16.7 It was agreed that Elizabeth Stout would be booked onto the next Induction training and Chris Coyle and Philippa Downs would be booked onto the Taking the Chair training.

16.8 It was noted that all Governors could access the training in The Key and it was reported that there was also free training available through the Open University. It was agreed that the Headteacher would send Governors the log in details for The Key.

ACTION: Headteacher to circulate the log in details for The Key.

17. ANY URGENT BUSINESS

17.1 There was no urgent business.

18. ITEMS FOR FUTURE MEETINGS

18.1 Future agenda items were included in the annual planner.

19. DATES OF FORTHCOMING MEETINGS

19.1 The following dates had been agreed:

19.2 **Governing Body**

- Tuesday 20th February 2018 at 6pm
- Thursday 24th May 2018 at 6pm
- Wednesday 4th July 2018 at 6pm

19.3 **Resources and Premises Committee**

- Friday 16th November 2017 at 8.30am
- Friday 26th January 2018 at 11am
- Friday 4th May 2018 at 11am

19.4 **Curriculum Committee**

- Tuesday 13th March 2018 at 1.30pm
- Tuesday 12th June 2018 at 1.30pm

19.5 Beki Rogers tendered her apologies for the 20th February 2018 meeting. It was noted that Beki had informed the clerk that she was unable to attend meetings on Tuesdays as she was undertaking a course throughout the year. It was noted that as there was no single day that suited all Governors, it had been agreed to alternate the dates to ensure that all Governors could attend the majority of meetings. It was agreed that it was crucial that all Governors attended on the dates they had said they could attend, to ensure meetings were quorate.

Signed..... **Date**.....
Chair of Governors

The meeting closed at 9pm