

## Clare House Primary School Minutes of Full Governing Board 12 November 2018 at 5.00 pm

|                     |                         |         |
|---------------------|-------------------------|---------|
| Colin Allies (CA)   | Vice Chair of Governors | Present |
| John Budden (JB)    | Executive Headteacher   | Present |
| Anna Clough (AC)    | Chair of Governors      | Present |
| Ben Davies (BD)     |                         | Present |
| Jane Holland (JH)   | Head of School          | Present |
| Daniel Johns (DJ)   |                         | Present |
| Steven Rea (SR)     |                         | Present |
| Emily Sharp (ES)    |                         | Absent  |
| Janet Tibbalds (JT) |                         | Present |
| Tom Tolliss (TT)    |                         | Present |
| Gerry Wright (GW)   |                         | Present |

**In attendance:**

Adam Crosier – Octavo Clerk

| AGENDA<br>ITEM | MINUTES   | ACTION<br>NO: |
|----------------|---|---------------|
| 1.             | <b>Welcome and apologies for absence</b><br>Apologies had been received from ES due to work commitments. These were accepted. The meeting was confirmed to be quorate.  |               |
| 2.             | <b>Declaration of Interest</b><br>There were no declarations of interest in the current agenda.   |               |
| 3.             | <b>Minutes of FGB meeting 12 September 2018</b><br>Corrections:<br>Item 16 para 2: the figure should read '£1,300 in total' (not each).<br>Item 11: the figure £25 should include decimal point for clarity ('£25.00').<br><br>The minutes were AGREED as an accurate record of the meeting and would be signed by AC once the corrections were made. |               |
| 4.             | <b>Matters arising from minutes of 12 September</b><br>Actions: the actions were reviewed, and all were found to have been completed or were in hand.   |               |
| 5.             | <b>Chairs report</b><br>None.   |               |

|    |  |   |
|----|--|---|
| 6. | <p><b>Langley Park Academies</b></p> <p>JB reported that the title of this item should be changed to ‘Langley Park Learning Trust’.</p> <p>CA provided a verbal update on a meeting of MAT Chairs of Governors held on 6 November. He reported that the MAT had engaged Octavo to provide a governance check across the Trust. It was likely that the MAT’s Code of Conduct would be standardised for all schools in the MAT. The Scheme of Delegation had been circulated in advance of the meeting. The MAT had requested names of Safeguarding Lead and Health and Safety Lead, which CA would provide.</p> <p>CA said that the main discussion point at the meeting had been a Trust Development Plan, the focus of which was educational development. He felt that there should be a separate Trust development plan, that outlined the details of the Business and Finance plan for the year. JB agreed with this.</p> <p>Q. AC asked whether this meeting was now a formal method of communication with the MAT.</p> <p>A. JB said that it was not a decision making body. It was simply a means of information provision. However, it was important to be represented at the meeting and for the GB to generate questions of relevance to the school.</p> <p>AC reported that because of the timing of this meeting, CA attended in her place.</p> <p><b>ACTION:</b> CA to put forward questions at next meeting on business plan and finance.</p> | 1 |
| 7. | <p><b>Headteacher’s report</b></p> <p>JB had circulated a copy of his report in advance and invited questions.</p> <p>Q. GW asked what the Resource Agreement referred to.</p> <p>A. JH said that this was the additional funding provided by LB Bromley under the Pupil Resource Agreement, where the local authority provides additional funding (after the first £6,000) for children with SEND.</p> <p>Q. AC asked about the phonics results for Y2 and how this was reported.</p> <p>A. JH said that this was reported separately from Y1 phonics data. Re-taking phonics test in Y2 was a requirement imposed by government.</p> <p>Q. CA asked about the £3,000 reported to have been spent on training for JH.</p> <p>A. JB reported that JH had been receiving financial support to pursue a HT course to support her role as Head of School. She was following a course run by PiXL. The course comprised two residential sessions of two days each and linking with other Headteachers for mentoring and coaching.</p> <p>Q. AC asked how the school building was coping with the strain of a full two</p>  |   |

|    |   |   |
|----|---|---|
|    | <p>form intake.</p> <p>A. JH said that there were occasional days when there were logistical pressures but that overall, the management of the school for core business was absolutely fine.</p> <p><u>Safeguarding report</u></p> <p>JH reported that her concern was the increase in the number of children with wellbeing concerns: anxiety/anger management issues. She said that the school had access to both the In-School Counsellor and to Bromley Wellbeing service. An increased number of children were being seen by both services. She said that the school did not pay for Bromley Wellbeing service but did pay for the In-School Counsellor.</p> <p>Q. A governor asked if there were any discernible reasons or patterns for the increase in numbers.</p> <p>A. JH said that the vast majority of children’s problems in this area were due to external (not school related) factors and that there were no common patterns, other than a large number of children presenting with anxiety.</p> <p>Q. A governor asked whether there was any correlation between children with mental health wellbeing concerns and children with SEND.</p> <p>A. JH said that there no obvious correlations.</p> <p>Q. A governor asked whether there were sufficient resources to cover the needs of children in this area.</p> <p>A. JH reported that to this point, there had not been any concerns.</p> <p>Q. A governor asked whether there was anything the GB should be focused on to support the school in this area.</p> <p>A. JH reported that it was important that the GB was aware and concerned, but that practically there was nothing more to be done at present.</p> <p>JH reported that the Safeguarding Audit for the MAT would be conducted on 22 November. This would include a review of governors who have undertaken safeguarding training. Governors were asked to read relevant safeguarding documents and to attend safeguarding training, provided free and online by Bromley Learning.</p> <p><b>ACTION:</b> Governors to sign up and undertake safeguarding training.</p> <p><u>Pupil Premium</u></p> <p>JH reported that attainment and progress of children in receipt of PP was good and that monitoring of this group was effective across the school.</p> | 2 |
| 8. | <b>Committee Agendas</b>  |   |

|     |   |   |
|-----|---|---|
|     | <p>DJ discussed the Terms of Reference for the Standards Committee, a document that he had circulated in advance of the meeting. There was detailed discussion of wording of the ToR in relation to staff wellbeing and how this would be ensured, and of recruitment and reporting of school visits. DJ agreed to take back the comments from governors and revise the ToR further for agreement and sign off by the Standards Committee.</p> <p>GW reported that the agenda plan for the Resources Committee had been developed for the year, and that much of the content was determined by the budget cycle.</p>  |   |
| 9.  | <p><b>Committee Updates</b></p> <p><u>Minutes of Standards Committee</u></p> <p>Q. A governor asked whether the targets set by the school for some groups of children were of any value, given that they were not capable of being monitored or measured. This related particularly to classes with higher levels of children with SEND and EAL.</p> <p>A. DJ reported that his discussion with JB had been that he (JB) was against changing targets for classes as it would lead to widespread changes and make the setting of targets unmanageable. DJ's own view was that it was difficult to support a target setting system where it was known in advance that the target was meaningless.</p> <p>JB reported that his concern was the narrative discussion with the teachers involved and he wanted to know that each teacher was working to a process to try to achieve targets.</p> <p>JB reported that the school was experiencing more difficulties in achieving the target of percentage of children working at 'expected' level than working at 'greater depth' measures.</p> <p><u>Resoures Committee</u></p> <p>GW reported that there had been some changes to the budget provided by the MAT to August 2018. The revised budget position for the 3 years was that the school was now predicting a deficit for each of the 3 years. However, the MAT was 'relaxed' about the levels of deficit (£52k in Y2 and £64k in Y3), and this was now seen to be a concern for the MAT, as the MAT had mandated the changes.</p> |   |
| 10. | <p><b>Reports from Link Governors</b></p> <p>None had been received. SR reported that he was waiting for the member of staff to email him information. He said that the report was positive and that it would be detailed in the written report.</p> <p>CA reported that the Music coordinator had not been in school.</p> <p><b>ACTION:</b> JB to circulate to governors, the names of teachers who link governors should coordinate with.</p>   | 3 |

|     |   |  |
|-----|---|--|
|     | A new governor will link with Ms Lay (Foundation subjects).   |  |
| 11. | <p><b>Priorities for consideration before next LGB</b></p> <p>Training/skills audit to be completed by 30 November and sent to TT and SR, who will conduct an analysis and provide a summary written report to assist recruitment of new governor and to be reported at next FGB.</p> <p>All governors to complete safeguarding training.</p> <p>Review and finalisation of ToR of both Standards Committee and Resources Committee.</p> <p>It was AGREED that the strategy discussion should be an annual event, and not a standing item on the LGB agenda.</p>  |  |
| 12. | <p><b>Ratification of policies</b></p> <ul style="list-style-type: none"> <li>• Business Continuity Policy</li> <li>• Health and Safety Policy</li> <li>• Safeguarding and Child Protection</li> <li>• Online Safety</li> <li>• Lockdown Procedures</li> <li>• Medical Conditions</li> <li>• Security Policy</li> <li>• SEND Policy</li> <li>• Learning Environment Policy</li> </ul> <p>All of the above were APPROVED and ratified by the LGB.</p>  |  |
| 13. | <p><b>Any Other Business</b></p> <p>SR raised a concern about the problem of parking outside the school at drop off and pick up times. He asked whether governors felt more could or should be done to seek to improve behaviour of parents. AC questioned whether this was a strategic or operational matter.</p> <p>JB reported that while he was concerned, there was very little he could do in practice to address the problem as it took place on a public road, over which the school had no control. He said that it was a common complaint at all schools but that beyond encouraging walk to school and similar initiatives, there was not much the school could do.</p> <p>Governors discussed the questions of liabilities, of both not pursuing (and pursuing) this matter, should an injury occur. SR felt strongly that the GB should be more proactive and agreed to review liabilities and options, and to report to the next FGB.</p> |  |

|     |  |  |
|-----|--|--|
|     | AC reported that this was the final meeting that JT would be attending. She thanked her on behalf of the governing body, and JB thanked her on behalf of the school, for her contributions over many years to the school community. JT thanked the GB for the gesture and said that she was sad to be leaving but that she had thoroughly enjoyed her involvement with the school, especially over the last few years, with the transformation of the school as part of this MAT. She said that she would miss her colleagues on the GB and wished them well for the future. |  |
| 14. | <b>Confidential items</b><br>None.   |  |
| 15. | <b>Date of next meeting/events</b><br>Christmas fair: 8 December 2018 11.00-3.30pm.  |  |

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Chair of Governors