

**ACTION LIST FROM MINUTES OF THE MEETING OF THE GOVERNING  
Wednesday 16th March 2016**

<b>Item No.</b>	<b>ACTION</b>	<b>By Whom &amp; When</b>
4	Amendments to the previous minutes within page one	LA
4	GDG to review the resignation letter and committee structure and report back on the FGB.	GWG
5	7 <sup>TH</sup> June 2016, photographs to be taken of New Governors for the School Website.  Update information on website for potential governors	AC,DP,S R,CA  JT
6.	Clerk to contact the National Governors Association regarding the sending copies of Governor Matters to all governors through gold membership	LA
6.	Meeting to be held prior to the meeting on 20.04.16 re any issues arising from Scheme of Delegation within the MAT. Send points to Chair by 11/4/2016	All Governo rs
7.	Any comments that would like to be added to the documents 7.3 should be passed to the Chair by the very latest 11.04.16	All Governo rs
11.	LA to contact individual Governors regarding Training data & link to the training website to be sent to Anna Clough.	LA
12.	Requests for nominations for the Elections of the Chair and Vice Chair are to be sent out but 10 <sup>th</sup> June 2016 with responses back by 27 <sup>th</sup> June 2016	LA
13.	Up to three weeks before Governing Board meeting, clerk to request all information relating to meetings to be sent to her for distribution in good time.	LA

**MINUTES OF THE MEETING OF THE GOVERNING BOARD**  
**Monday 16<sup>th</sup> March 2016**  
**6.30pm at the school**

**Present:** Janet Tibbalds (Chair), Enkanah Soobadoo, Anna Clough, Kelly Luker, Richard Arram, Steven Rae, Collin Allies, Deborah Page, Sonja Curtis, Gerry Wright, John Budden (HT), Jane Holland, Louise Abell (Clerk)

Item No		Action by Whom
1.	<p><b>Welcome</b></p> <p>JT welcomed everybody to the meeting and introduced Steven Rae to the Governing Board</p>	
2.	<p><b>Absence</b></p> <p>2.1 No apologies were received.</p> <p>2.2 No apologies were received from Ellie Garvey, therefore the GB could not consent to her absence.</p>	
3.	<p><b>Pecuniary and other interests</b></p> <p>3.1 the declaration of pecuniary interests was explained to the new member of the Governing Board along with the circulation of the Code of Conduct.</p> <p>3.2 The register of Pecuniary Interest has been signed by all members of the current Governing Board, apart from Ellie Garvey due to her absence.</p>	
4	<p>4.1 A Governor raised that the Governor Development plan was mentioned in the previous minutes and he thought this was to be a standing agenda item. JT said 'this had been noted and is covered under Item 7 on the current agenda.' Following correction to the date of the meeting and Item 3.1 to be shown as matters arising for the next minutes. The Governing Board agreed the minutes and they were signed by the Chair.</p> <p>4.2 The minutes of the short extraordinary Governing Board meeting held on Tuesday 1<sup>st</sup> March were approved by the Governing Board and signed by the Chair.</p> <p>4.3 A governor raised a question regarding the resignation letter from an ex-Governor and felt that these matters should be raised in an open forum. The discussion is recorded within the Confidential items.</p>	LA
5.	<p><b>Membership of the Governing Body</b></p> <p>JT welcomed Steven Rae to the Governing Board.</p> <p>JT also advised the Governing Board of the matter relating to Ellie Garvey who has failed to attend any meetings, either committee or Governing Board meetings. Both JT and LA (Clerk) have tried to contact her by phone, email and letter and no response has been received.</p> <p>Agreed by the Governing Board that in view of this she no longer wishes to be a Governor. It was agreed that recruitment can go ahead to maintain the complement at 13. Six possible candidates from the School Governors One Stop Shop have been identified. The next appointed Governor cannot be a parent and the recruitment will be skills based.</p> <p>SR raised that he has experience and knowledge of personnel within a business environment.</p>	

	<p>A governor asked if a skills audit could be updated even though it was completed last year so that we can ensure that we get a Governor with the skills that the Governing Board needs. It was also suggested that any potential applicants are advised of the number of meetings that they are required to attend throughout the academic year. JT to ensure information to potential governors is updated on website.</p> <p>AC is unable to attend the Finance Committee meetings on Tuesdays and the meetings cannot be changed to another day due to other commitments for the committee members. It was agreed that AC will change to the Curriculum Committee. AC will also take on the role of Pupil Premium Progression Link Governor. GW will continue to monitor the Pupil Premium expenditure alongside her role as Link Governor for Numeracy.</p> <p>SR was asked which committee he would like to join, he stated that he would like either Personnel or Finance and it was agreed that at this point he should join Finance and Resources.</p> <p>Link Reports will be placed on the Governors section of the website.</p> <p><b>Action</b> - Arrangements have also been made for all the new Governors to have photographs taken on the 7<sup>TH</sup> June at school for the website.</p>	<p>JT</p> <p>AC, DP, CA, SR</p>
<p><b>6.</b></p>	<p><b>Chair's Report.</b></p> <p>6.1 No urgent action has been taken by the Chair since the last meeting.</p> <p>A Governor asked about OFSTED's procedure when they attend the School for inspection. JB said:</p> <ul style="list-style-type: none"> <li>• They give 24 hours' notice, in which the chair will inform all Governing Board members.</li> <li>• Ofsted will inform the Chair what they require from the Governors, and interview some of those that are free and able to attend.</li> </ul> <p>6.2 JT has recently attended the Chair of Governors Forum. She has also attended Prevent training by the Metropolitan Police Service.</p> <p>JT reminded the Governing Board that we are members of the National Governors Association. Each Governor should receive a copy of "Every Governor Matters".</p> <p><b>Action</b> – LA to contact the National Governors Association to ensure they have the correct information of the Governing Board Members so that Governor Matters can be sent to all.</p> <p>Consultation Meetings for staff and parents regarding the Academy status. An update was provided by the Head teacher. The deadline is 22.03.16 for comments from parents and staff. The questions from staff and parents with the responses will be posted on the website.</p> <p>A further meeting with Staff and unions is scheduled for May. The presentation to governors on 1 March from Mary Groom from BWB had covered the legal aspects of the conversion (Minutes previously agreed) but it will be useful to find out more about the MAT and the representatives of the schools that had already converted. This will be undertaken immediately before the meeting already scheduled on 20.04.16 to formally agree whether to proceed to MAT or not. As part of the MAT we will have scope to influence the Scheme of Delegation of powers from the Trust Board to local governing bodies.</p> <p><b>Action</b> –Any questions should be to the Chair by 11.04.16.</p>	<p>LA</p> <p>All Governors</p>
<p><b>7.</b></p>	<p><b>Governors Development following planning day in November 2015.</b></p> <p>7.1 The Ethos and Values document was circulated prior to the meeting and is currently on display in the entrance hall. This will also be displayed in each classroom and will be circulated in the newsletter once agreed.</p>	

	<p>The Ethos and Values statement was agreed by the Governing Board. ES thanked John and Jane for their work on this.</p> <p>7.2 the collated input from governors to the two workshops at the governors planning day had been circulated for information.</p> <p>7.3 two follow up papers had been drafted, based on the views collected at those workshops: 1) an action plan to further develop governors monitoring of the school's performance and 2) an evaluation of where this Board of Governors is in meeting the expectations of Ofsted for outstanding leadership and management. These are the first draft of the documents and provide the opportunity to for governors to scrutinise and comment.</p> <p>A governor asked if it was rather overconfident to self-assess ourselves as outstanding, but the Head Teacher advised outstanding status does not mean the school is perfect and there should be evidence of aiming for continuing improvement. This is shown in the right hand column.</p> <p>Head Teacher also advised that he had a meeting with Sir Robin Boshier (Head of Primary Education at Ofsted) who provided some advice on OFSTED inspections.</p> <ul style="list-style-type: none"> <li>• One-day inspection – they will look at teachers, books and speak with governors.</li> <li>• where we think we have sufficient evidence that we are outstanding, we should provide it.</li> <li>• We need to identify the information we wish to highlight to them; it needs to be clear and evidenced.</li> </ul> <p><b>Action</b> Any comments that Governors would like to be added to the documents for 7.3 should be passed to the Chair by the very latest 11.04.16</p> <p>7.4 The Chair highlighted an important proposal from the Governor Action Plan to create governor visit groups to look at various aspects of school life. The early ideas were to look at the following topics: school meals; playtime and playground operation: sports in school; behaviour for learning; the use of school assemblies; SMSC in school; school trips. She circulated a table (with suggested lead governors for some) for all non-staff governors to sign up to. Although described as formal visits they are to gather information and improve governors' knowledge of the school, not to 'inspect' the activities.</p>	All Governors
8.	<p><b>Head Teachers Report</b></p> <p>The Head Teacher's report had been distributed previously and he reported that he is happy with the KS2 predictions. However, he stated that he thinks that the predictions for KS1 are conservative. There have been meetings to discuss the national standards and cross borough moderation and he believes that the initial uncertainties about predicting under the new assessment procedures will be addressed.</p> <p>A Governor asked what procedures are in place for the KS1 children and the Head Teacher said that there is a process for looking at the national standard in maths and writing and although these have only just been received they will be worked through. The reading national standards have not been received yet, but there is another assessment in late May.</p> <p>EYFS – 80% of the children are expected to reach a 'Good Level of Development' by the end of the year, compared to the national average of 60%. This is influenced by the level of development when the children come into school and some of them will not be five until the latter part of their first year.</p> <p><b>Safeguarding:</b> there are no safeguarding issues to report although there are 10 children who are a cause for concern in the school.</p> <p>The recruitment of a part time teacher for September is underway, but has yet to provide a positive outcome. The interviews will continue after the Easter break.</p> <p>In response to governor questions, the HT said there are aspects that need to be</p>	

	<p>promoted in the recruitment of staff e.g. career progression within the MAT environment, good training opportunities, Schools Direct, where advertised.</p> <p>A governor asked about salary enhancement and offering any other benefits to increase applicants. The HT did not think money was the issue he believes that the staff feel valued: two staff received bonus' last year; the environment is happy and welcoming and recognises the challenges within the workplace.</p> <p>A Governor asked if there was anything that the Governing Board can do to help with the recruitment and to get teachers to come to Clare House. This will be kept under review.<sup>1</sup></p>	
<p><b>9.</b></p>	<p><b>Committee Reports</b></p> <p><b>9.1 Finance</b></p> <p>The Chair of Finance had circulated a summary of the current financial position.</p> <p>The budget has been revised four times throughout the year as anticipated income and expenditure evolved.</p> <p>There is now an in-year surplus of £137k with a £199k surplus carry forward to the next financial year. This is in part because there have been a number of budgeted items, which LB Bromley have covered as part of the new building costs.</p> <p>Maintenance budget – A lot of these costs have been covered by the new build and therefore the budget was reduced.</p> <p>It is permissible for up to 8% of budget to be carried forward to the next financial year however due to the new build there is a larger carry forward proposed this year. A Business Case will be submitted to London Borough of Bromley to agree to a higher % carry forward in view of the current uncertainty about the capital requirements for the school in its new position.</p> <p>Income and Expenditure is in the best position it has been for over 5 years.</p> <p>The 2016/2017 budget has not been set yet, due to the late arrival of the required information from Bromley, however this will be done at the next Finance Committee meeting in May.</p> <p>The Financial Scheme of Delegation has been circulated for information.</p> <p><u>Audit Update</u></p> <p>The external auditor had visited and given an excellent report; 2 items outstanding from last time were closed. Ruth Murphy was praised for all the work she has done to achieve this audit outcome.</p> <p><b>9.2 New Building Working Party</b></p> <p>The final handover of the new building was completed on 15<sup>th</sup> March 2016 and it is officially finished, although there is still a long snagging list and the builders are working through these issues.</p> <p>There was a brief discussion on whether the Building and Sites committee should stay within the F &amp; R committee or operate separately again. Agreed this to be reviewed before the beginning of the next school year.</p> <p>The Chair thanked John and Jane for the building we have now. They came into post at the planning stage but they oversaw and managed the critical final stages and the actual building work. It all went relatively smoothly and they dealt with the inevitable problems calmly and all the finishing touches are down to them and the professionals they have chosen to advise them. Thanks also to Ruth Murphy who has worked miracles on financial matters. This has all been achieved without affecting the children in any negative way.</p> <p><b>9.3 Curriculum and achievement committee</b></p>	

	<p>The committee chair took the minutes of the committee as read. The SMSC policy is still outstanding but it will to be discussed at the next meeting. The SMSC link governor had submitted a wide ranging report.</p> <p><b>9.4 Personnel Committee</b></p> <p><b>There were confidential staffing items discussed which are shown under confidential matters.</b></p> <p>A Governor suggested that teachers should be asked to read and sign the personnel policies at the start of each year. JH said that staff are reminded to read them throughout the year and any important ones are highlighted, e.g. marking, presentation, safeguarding, first aid which they should look at on a regular basis.</p> <p>The committee chair said that there would be a renewed focus on governor development through this committee.</p> <p><b>9.5 Steering Committee</b></p> <p>Unfortunately, the Steering Committee had not had an opportunity to meet prior to this meeting.</p>	
10.	<p><b>To receive Link Governor's Reports</b></p> <p>A review of the structure of the link governor reports will be conducted as part of the action plan on governor development.</p> <p><b>Safeguarding – Deborah Page</b></p> <p>Safeguarding training attended along with a safeguarding meeting however these are early days and there is a lot to be learnt. There is an annual audit in June.</p> <p><b>SEND – Janet Tibbalds</b></p> <p>Janet has met with Nicky Cleave and there is a slow and steady progress but she has a large amount to do in the time available to her as SENCO. A full report will be placed in the Governors section of the website.</p> <p><b>Numeracy – Gerry Wright</b></p> <p>The report had been circulated with the agenda. The key points were that: the main areas for improvement relate to maintaining challenge; achievement - no identifiable underachieving groups but, Y2/Y3 transition will be a future focus; parental engagement is variable. The lead teacher is working with other schools and encouraging the sharing of good practice within the school. She said the quality of maths teaching is good, and pupils generally enjoy the subject. A maths-themed theatre company is due to visit.</p> <p><b>English – Kelly Luker</b></p> <p>There's nothing that needs to be drawn to the Governors attention. The new Library is a hit with the children and teachers.</p> <p>There is a cross over with maths and literacy skills. The meeting with the teacher lead on literacy, raised the subject of making a report to the governors. However, it was agreed that this additional report would not be necessary as we now have the link governor system.</p> <p><b>Pupil Premium – Gerry Wright</b></p> <p>The bulk of the PP funds have been spent on the time of an intervention teacher, as before. Around £1k is held back to cover resources and to top up school visit costs for relevant pupils.</p> <p>It is difficult to attribute progress specifically to their exposure to the intervention sessions. A comparison can be made with other (non-PP) pupils who started at</p>	

	<p>the same point, but in the absence of a perfect control group, it is not possible to state conclusively that their development is a direct result of the PP interventions.</p> <p>Nevertheless, the 2015 Ofsted Inspection Dashboard for CH indicates that the proportion of disadvantaged KS2 children at CH making or exceeding expected progress in reading, writing and maths is similar to that of other pupils nationally.</p> <p>Governors agreed to the suggestion that the Pupil Premium link governor role should be split into the financial element and the progression element. Anna Clough will be taking responsibility for reporting on progression.</p> <p><b>Sport Premium – Richard Arram</b></p> <p>Sports funding report highlighted an increase in the participation of sports within the school. The pupils are enthusiastic and the figures are proof of this, which is particularly encouraging. Football, hockey, netball and athletics are key sports. A Governor drew attention to a table which is placed on the website that shows what each year group participate in. A Governor suggested that the pictures on the website of sporting activities were not very engaging and eventually the inclusion of the impact on the health and wellbeing within school would be helpful.</p> <p>The sports link Governor suggested that the report should include speaking with pupils asking how they enjoy PE and sports at school and for this to be incorporated into future link reports.</p> <p><b>SMSC – Enkanah Soobadoo</b></p> <p>ES had submitted a report following his meeting with the SMSC lead teacher. The policy is still being developed. The Head teacher stated that he is pleased at what has taken place so far but there is still some work to be done. ES offered assistance, as Link Governor, if that would be helpful.</p> <p><b>Pupil Voice – Sonja Curtis</b></p> <p>No additional update, but the meeting is due to be held shortly.</p>	
11.	<p><b>Governor Training</b></p> <p>The details of the Governor training package were circulated to the Board and will be updated regularly. All members are advised to update LA (Clerk) with their training details. There are some Governors have no training shown and LA will contact them directly.</p> <p>Colin Allies and Deborah Page had attended new Governors induction training. The Chair urged Anna Clough and now Steven Rae to attend this course at the earliest opportunity. LA to send AC the link.</p>	LA LA
12.	<p><b>Election of Chair &amp; Vice Chair for year 2016/17</b></p> <p>The arrangements for the elections will be that LA will send out the relevant information on the 10<sup>th</sup> June and all nominations must be returned by close of play on the 27<sup>th</sup> June 2016.</p>	LA
13.	<p><b>Any other Business</b></p> <p>Thursday 24<sup>th</sup> March – the PTA has invited governors ted to help in Easter Bonnet Parade, if anyone is free to attend.</p> <p>In response to a governor question, the Chair said succession planning is already in the Governor Development Plan. Succession will continue to be considered during recruitment.</p> <p>MUGA is finished. It will be available to rent out, but nothing has been agreed yet.</p> <p>Governors asked for the agenda and other papers to be sent out with a bit more</p>	

	notice. <b>Action</b> - LA will send out requests for items for the agenda 2-3 weeks prior to meeting so that relevant reports are received and circulated as early as possible.	LA
14.	<b>Confidential Items</b> The items listed as confidential were agreed by the Board.	
15.	<b>Dates of Future Governing Body Meetings</b> Wednesday 20 <sup>th</sup> April – 7.00 pm with pre-meeting with members of LPA at 6 pm. Wednesday 29 <sup>th</sup> June – 6.30pm (This will be last meeting of Clare House Primary School as a community school if the decision is confirmed on the 20 <sup>th</sup> April to go to MAT.	
	<u>Meeting concluded at 9.40pm</u>	

Signed \_\_\_\_\_ Date \_\_\_\_\_