



MINUTES OF THE MEETING OF THE GOVERNING BODY

Wednesday 20 September 2017

7.00 pm, Meeting Room at Clare House

Present: Anna Clough (AC) (Chair), Colin Allies (CA), Richard Arram (RA), John Budden (JB), Jane Holland (JH), Kelly Luker (KL), Deborah Page (DP), Gerry Wright (GW), Aisha Vance (AV), Steven Rae (SR), Janet Tibbalds (JT)

Item No.		Action By
1.	<p>Welcome</p> <p>The Chair opened and welcomed all to the meeting. JT kindly offered to take the minutes as the clerk was, at short notice, unable to make the meeting.</p>	
2.	<p>Absence</p> <p>There were no apologies for absence.</p>	
3.	<p>Election of Vice Chair</p> <p>There was one nomination for the role of Vice Chair – Colin Allies. Colin made a statement to support his nomination.</p> <p>Colin left the room whilst the remaining governors voted on his appointment. The vote was carried and Colin was appointed as Vice Chair and he returned for the rest of the meeting.</p>	
4.	<p>Declaration of Pecuniary, Business and Personal interests.</p> <p>The Declaration form and the associated Guidance had been circulated prior to the meeting. Governors were each asked to sign a Declaration, so confirming that they had read the guidance and were confirming any relevant interests they had.</p> <p>Action 001 - Return declaration of pecuniary interest forms to Clerk for storage and any future updating.</p>	AC / YB
5.	<p>Governor Code of Conduct and Confidentiality Agreement</p>	

	<p>The document had been circulated to all governors prior to the meeting and governors were asked to sign the master document, so confirming that they had read and were willing to comply with the expectations of behaviour and confidentiality.</p> <p>Action 002 - Return code of conduct forms to Clerk for storage and any future updating.</p>	AC / YB
6.	<p>Minutes of last FGB Meeting</p> <p>The minutes of the Meeting held on 28 June 2017 were reviewed and agreed as an accurate record of the matters discussed.</p>	To store
7.	<p>Action Points and Matters Arising from the minutes.</p> <p>The following action points completed:</p> <ul style="list-style-type: none"> • Amendment to minute 9 of Minutes of 22 March 2017. • NGA Conference followed up with Head Teacher. • Pauline Watts' report circulated to governors. • Meeting Planning document completed and circulated to Chair and then all governors. <p>Still to be completed:</p> <ul style="list-style-type: none"> • School meals – it was agreed that any further review of school meals would be passed to the school council who would determine any necessary next steps. <p>Matters arising:</p> <p>At the last meeting governors agreed to purchase on line training via NGA, but the MAT has since agreed to purchase the package available through Octavo. This is considerably more expensive but does allow all governors to attend all the courses in Bromley and Croydon.</p> <p>All other matters arising are covered elsewhere in these Minutes.</p>	
8.	<p>Governing Body Membership</p> <p>Two Governors (Enkanah Soobadoo and Sonja Curtis) had resigned since the last meeting and AC noted that the current Articles of the Trust suggested a limit on the Local Governing Bodies of 12 members. She proposed reducing the complement from the current 13 to 12 and therefore recruiting only one replacement. A governor asked if the Chair would have a casting vote in the event of a tie. Governors agreed to both proposals.</p> <p>The terms of office of both existing parent governors come to an end in October 2017. Elections are required and JB will arrange that according to the prescribed procedures. KL and RA both confirmed that they would not be standing again. A governor pointed out that it had been helpful on previous occasions for the recruitment to indicate the sort of skills and personal characteristics that would be</p>	

	<p>Working Groups to look as specific issues.</p> <ul style="list-style-type: none"> • WP1 to look at <i>Terms of Reference</i> and <i>Standing Orders</i>: update to reflect agreed new structure and any further potential amendments required. <ul style="list-style-type: none"> ○ Members: JT, GW & AV <p>Action 005 - JT to convene working group to review terms of reference and standing orders document.</p> <ul style="list-style-type: none"> • WP2 to review last term's <i>Parent Consultative Committee</i> proposal raised at the Governing Body meeting on 28 June 2017, and suggest next steps for parent engagement. <ul style="list-style-type: none"> ○ Members: JB, DP, KL, AC <p>Action 006 - AC to convene working group to review next steps for parental engagement.</p> <ul style="list-style-type: none"> • WP3 to develop high-level risk register to enhance governors' capacity to monitor risk and mitigation. <ul style="list-style-type: none"> ○ Members: CA, RA, SR, RM, JH <p>Action 007 – CA to convene working group to develop risk register</p>	<p>JT</p> <p>AC</p> <p>CA</p>
<p>10.</p>	<p>Governors with specific responsibilities</p> <p>There was a discussion about the specific responsibilities needed for the coming year and Governors agreed that: Prevent should be added to the responsibilities of the Safeguarding governor; English should be split into reading and writing (to reflect the emphasis on writing during the coming year); SMSC should be combined with Pupil Voice; and the split of Pupil Premium into finance and progress should be removed. The following allocations were agreed:</p> <p>Safeguarding & Prevent: Deborah Page</p> <p>SMSC/Pupil Voice: left vacant for a new governor when appointed.</p> <p>SEND: Janet Tibbalds</p> <p>English Reading: Kelly Luker, then new governor when appointed</p> <p>Writing: Anna Clough</p> <p>Numeracy: Gerry Wright</p> <p>Pupil Premium: Anna Clough</p> <p>Sports Premium: Steven Rae, Richard Arram</p> <p>Music: Colin Allies</p> <p>Health and Safety: Aisha Vance</p>	
<p>11.</p>	<p>Update on Langley Park Academies Trust</p>	

	<ul style="list-style-type: none"> • Aisha Vance was elected as the new Governor from Clare House to sit as a Trustee on the LPA MAT. AC congratulated her. • JB reported that the LPA Communications Group that he is leading, had recognised that there are quite a few systems in place, but that they were not being used consistently in either direction between the MAT and the schools. The hope is that, with the proposals made by the Communications Group, the Trustees from each school will be provide effective routes for better communication. • A governor raised the General Data Protection Regulation (GDPR) that will be in place from May 2018. It was agreed that AV would approach the MAT to check preparedness for this new regulation. Action 008 – AV to speak to trustees regarding GDPR and preparedness for implementation date of May 2018 • So far the MAT has taken a 1% top slice of the incoming funds allocated to each school to run the Trust, but last July Local Governing Bodies were told that would be increased to 2% from September 2017. However this is not enough – 3% is now required and the Clare House budget is being adjusted to accommodate that. <p>Governors recognised that progress of developing the MAT has been slow and that was in part due to limited central resources and until more funds were available it would be difficult for the situation to change.</p> <p>Governors discussed the information on which the 3% figure (or previous 2%) was based. It was agreed that although governors could understand the need for central MAT funding and the limitations to the MAT without this, it would be helpful to have more understanding of the plan for the cash injection; including determining if 3% is a large enough figure. It was agreed that a comprehensive business plan covering the next few years would be essential.</p> <p>AV was asked to take these comments to the Trustees, and agreed to draft something covering the points discussed to be circulated for any final comments from governors before being discussed with trustees.</p> <p>Action 009 – AV to circulate draft wording for comments on top slice funding to governors before discussing with MAT trustees.</p>	<p>AV</p> <p>AV</p>
12.	<p>Finance and Resources Committee Update</p> <p>The Committee met in July after the last LGB meeting:</p> <ul style="list-style-type: none"> • The financial situation at the end of 16/17 showed a surplus of £200K, including the carry forward from earlier years. By September 2017, that figure had increased to £220K. • After the July meeting, a budget was submitted to the MAT Chief Finance Officer. It showed a deficit because, in line with good 	

	<p>financial practice, Ruth Murphy had only included confirmed income, and not included income that had not been confirmed e.g. SEN, bulge class and PTA contributions. She did, however, prepare a breakeven budget, assuming the unconfirmed income materialised, to satisfy the Chief Finance Officer.</p> <ul style="list-style-type: none"> • The bulge class funding has now been confirmed verbally. • The impact of the fairer funding formula is still unclear, but RM had budgeted for a pay award of 1.2% all round for teaching staff, but there is a proposal on the table for 2% for Main Scale teachers and 1-2% for Upper Pay Scale and above. The figures for this proposal give an overall expenditure more or less equivalent to RM's budget. The MAT now has to finalise the decision. 	
<p>13.</p>	<p>Head Teacher's Report</p> <ul style="list-style-type: none"> • JB said that it is expected that Ofsted is likely to visit this year. Two local schools, in a similar position to Clare House, have been inspected already. He asked that the following Governors be ready to meet Ofsted GW (subject to availability), JT and AC. • Writing assessments for the SATS last term: Writing is teacher assessed and periodically externally moderated. Bromley moderated the Clare House Y6 writing last term resulting in the assessments being lowered, which is apparently a common feature of the Bromley team. JB and the staff involved were obviously concerned and disappointed, and have raised concerns with the Bromley moderation team. However attendees at a recent Ofsted Inspectors training session were told to focus on the 'best fit' for their judgements and not put too much weight on individual results that are out of kilter with the rest. • AV drew attention to a report on bullying in school on the Nick Ferrari morning programme on LBC. JH said there are many systems routinely in place to address bullying in school including: <ul style="list-style-type: none"> ▪ Electronic log of all incidents. ▪ Talks to children in assemblies (which also covers all other aspects of safety). ▪ Whenever there is an incident both parties are talked to, to improve understanding. ▪ There will be a 'listening ear' scheme in place with a member of staff available to listen to concerns. ▪ Guiding children on how to react if they see examples of bullying. <p>JH said the whole aim of the safety curriculum is to ensure everyone is prepared and ready for any eventuality.</p>	
<p>14.</p>	<p>SEND Review</p> <p>A governor had asked for the local SEN review to be placed on the agenda. JB reported that an organisation called SEND4Change has been invited to undertake a review of SEND provision in Bromley</p>	

	<p>over the next 3 months. That aim is to work with stakeholders to identify models for enhancing the effectiveness of SEND support and work within every school. Matt de Freitas is leading on this for the MAT.</p>	
15.	<p>Policy review</p> <p>It was raised by JH that a more formal process for reviewing and agreeing policies was needed. It was agreed that for policies where delegation was suitable, they would continue to be allocated to committee chairs for review and sign off. The full governing body would confirm and minute which policies had been approved between the meetings of each full governing body. Any policies needing Chair of Governor or full governing body approval would follow an equivalent process.</p> <p>The following policies had been previously circulated and were signed off in the meeting:</p> <ul style="list-style-type: none"> • Anti-bullying • Safeguarding (with the text amended to reflect addition of responsibility for Prevent) (allocated to DP) <p>The following policies were tabled and allocated to the relevant committee chairs for further action.</p> <ul style="list-style-type: none"> • On-line safety (allocated to DP) • Health and Safety (allocated to AV) • Staff Code of Conduct (allocated to DP) • Procedures for Allegations Against Staff (allocated to DP) • Lockdown procedures (allocated to GW) <p>Action 010 – Committee chairs and responsible governors to review and sign off allocated policies.</p> <p>These policies are identified for review in September 2017. A governor asked if the review date could be put back a month to give proper time for review by the relevant committee before agreeing in future years, but this is not possible as it does not meet operational requirements.</p>	<p>GW, DP, AV & AC</p>
16.	<p>Any Other Business</p> <p>Dates to note when Governor involvement invited:</p> <ul style="list-style-type: none"> • 9th October – MAT evening event • 18 October 2017 (Afternoon and evening) Parents meeting • 2 December 2017 (Saturday) Christmas Fayre • JH will also arrange for governors to be formally invited to attend class assemblies. <p>Governors were asked to tell AC if they are willing to participate in the parents evening or Christmas Fayre.</p>	
17.	Confidential Items	

	Confidential items are noted separately.	
18.	Next Meeting Monday 13 November (planning day followed by FGB)	

Signed  cgl

Date Jan '18