

**ST PAUL'S CHURCH OF ENGLAND SCHOOL, BRENTFORD  
MINUTES OF THE GOVERNOR'S MEETING OF 3<sup>rd</sup> November 2015**

Mr G Greene (chair)  
Mr John Wright (Headteacher)  
Mr L Pringle

Mr Alan Ward  
Mrs Natalie Lonsdale  
Mr Collins

In attendance: Mrs Katharine Churcher (Clerk)

Open in prayer Mr Collins

**1. Apologies for absence, declaration on interests and any other communications from members.**

Mrs Stewart-Duncan, Mrs Ward, Revd Simpson and Mrs Lepsky sent their apologies.

**2. Election of Chair and Vice Chair**

*Accept and approve the New Instrument of Governance*

Mr Greene proposed and Mr Collins seconded that the Governing Body should accept the new Instrument of Governance. All Governors agreed.

*Nomination for Chair* Mr Greene was proposed by Sara Ward and seconded by John Wright. There were no other nominations. Mr Greene left the room while the Governors voted. The vote was unanimous.

*Nomination for Vice Chair* Mrs Ward was proposed by Mrs Lepsky and seconded by Revd Simpson. There were no other nominations. The vote was unanimous.

**3. Minutes of the meeting held on Tuesday 9<sup>th</sup> June 2015**

The minutes of the meeting held on Tuesday 9<sup>th</sup> June were agreed and signed.

**4. Action points from previous minutes**

Link Governor – Mr Greene described how valuable the link governor role is, bringing back information to the Governing Body. – Action to be carried forward
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Opening of Alexandra House – Mr Wright suggested that the school should hold the ceremony in the summer term. Revd Simpson has suggested inviting the new area Bishop – Action to be carried forward
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Health and safety walk – to be arranged for later this term. Action to be carried forward

Link Governor LDBS – Mr Ward offered to take on this role. The Governors agreed unanimously and Mr Greene thanked him for volunteering.

Music week – ongoing – two weeks have been identified as a suitable time

Resources committee – The resources committee met and decided not to increase the school meal price this year.

Documents for the website – Mr Wright and Mrs Churcher have begun work on the documents.

## 5. Standing items

### *5.1 Consider updates to the school development plan, set objectives for the year and monitoring actions for Governors*

The SDP has been updated. Some actions have been retained and enhanced. Mr Wright will discuss these with Mr Marriner before circulating the whole document to Governors. Mr Wright gave a brief overview of the following four areas:

1 Quality of teaching and learning – the school is making good progress. We have increased the percentage of outstanding lessons however two new NQT's on staff will affect the balance this year. All teachers with at least 3 years experience achieved at least good with outstanding features in their lesson observations.

2 To develop curriculum and assessment structures. Ofsted will be looking for progress within cohorts.

3 Writing is an area which is dragging behind especially lower down the school. This is a priority.

4 Alexandra House – as part of the expansion we need to develop a staffing structure and build for the future.

Mr Greene asked for any questions. The Governing Body agreed to wait for the document to be circulated.

Subject Monitoring. Mr Wright suggested retaining the format of Governors meeting with subject leaders to follow up this year's work.

Curriculum and Achievement committee will interrogate the data more deeply. The Pupil Premium Governor will look at that data separately.

Another learning review date will be planned for the Spring term.

Action: Mr Wright to arrange a date for the next learning review

Mr Ward suggested making use of the LDBS to offer training to the Governors. Mr Wright explained that one difficulty is not knowing what format the data will be in next year. Mr Ward also suggested training on the new Ofsted framework.

*Dates* – Mr Collins suggested an earlier time for the Spring term resources meeting as Brentford are playing at home.

Action: Mrs Churcher to circulate committee members regarding a change of time.

*Safeguarding review report* – This report was accepted by the Governing Body

#### *5.2 Distribute programme of meetings for the year*

An updated list was distributed.

#### *5.3 Annual safeguarding review report*

The report was accepted by the Governing Body

#### *5.4 Policies for adoption by Governing Body*

All have been discussed and adopted by the committees and circulated

- Prevent and Statement on British Values – all in favour
- Supporting Pupils with Medical Conditions – all in favour
- SEND – all in favour
- Child Protection – all in favour

Mr Collins thanked Mr Wright for the efforts put into the SEND policy.

#### *5.5 Review range of committees, membership and Governors with specific roles and responsibilities (see attached table)*

Individual areas Mr Greene shared his experience of recent reading on Governance and how important it is to be knowledgeable about the areas of responsibility.

Mr Collins – at Ofsted training in March community cohesion was mentioned. Mr Greene indicated this was still important. Mr Collins felt that the school needed to promote itself in the community. Mr Wright indicated that the prevent policy also applied in that area.

Action to c/f: Community cohesion

## **6. Report on 2015 assessment results - Mrs Cossar**

Mr Greene welcomed Mrs Cossar to the meeting. A review of the data has been brought forward from Spring to keep the Governors up to date. Mrs Cossar shared the two page bullet point top sheets. She indicated that it offers scope for the Governors to probe further with the relevant staff or into specific areas in the school development plan.

There is not a good level of development in early years. Mr Pringle asked how we compare to the borough. Mrs Cossar indicated that we are one of the lowest – in the bottom 3 or 4. The main area holding children back is speaking. This then holds back reading and therefore writing. Mr Pringle pressed further for any reasons behind this. Mrs Cossar explained that some children just learn mother tongue at home.

Mr Greene asked about a temporary contract for a teacher to concentrate on this for two years. Mrs Cossar explained how the lower half of reception are being targeted in the Talk time programme. Mr Green asked how often. In year 1 Kate Brand is addressing some of the phonics aspects and Mrs Heyhoe in her pupil premium advocate role has introduced the children to many experiences which increases their opportunities to talk. Mr Greene asked if there was anything more that could be done. The school has been looking at the possibility of bringing in an experienced EAL specialist. Mr Greene indicated that the predicted underspend money is for the current pupils not to be kept for the future.

Mrs Cossar also indicated this person could work on grammar aspects with older children in the school.

Mr Collins asked where the children were coming from, directly from home or from another education service.

Mr Pringle asked about the focus of the speaking and listening input. Mainly reception and catch up in year 1 and 2. Mr Pringle volunteers in year 2.

Mr Greene suggested Mr Pringle look into this further in school.

Action: Mr Pringle to follow up on the speaking and listening programme in KS1

Mrs Cossar shared further details on KS1 from the summary. She shared the language of emerging, achieving and exceeding as the new assessment tool. The new curriculum statements need interpretation. Targets have been set for reading and writing.

Outcomes for KS2. Governors had been previously told this was a cohort of major concern. Maths scores were low.

Current year 6 is a concern for the school because the standards and the detail of the tests may not match.

Mr Pringle asked what APS meant. Mrs Cossar explained the notion of average points score. The scores showed that reading has dropped but writing has improved. However, the national average is always increasing. Mr Pringle commented that the school must be pleased that the strategies put in place have been successful. Mrs Cossar indicated that level 5 scores were pleasing and above national averages.

Broadly children come into the school lower than expected and leave above the national average.

Mr Pringle asked about value added scores. Mrs Cossar explained how this worked. Children who are weak in one area don't show the same progress in this format. Mrs Cossar indicated that writing is encouraging but reading and maths broadly satisfactory.

Mr Greene thanked Mrs Cossar for her work on the data.

## **7. Formally agree the admission arrangements for 2017**

Mr Wright explained how the school has been challenged on the admissions criteria. Elements were not correct as they hadn't been updated to the changes in the code in December 2014.

This included the parent's right to delay children starting until the term they turn 5 and admission out of the normal age group. eg a parent may request a child join the school out of their chronological age.

The local authority advised on additions which were then sent to the LDBS for confirmation. Changes were made for 2016 criteria and have been added to the website.

Mrs Lonsdale asked if a child with a summer birthday can join the year below. Mr Wright explained how the prescribed arrangements operated. Mrs Cossar asked how that will affect assessments. Children outside their chronological age group need to be taken into consideration. Mrs Cossar asked if a child could join a class already with 30 children. Mr Collins asked if there were 59 children in a year group and the school was holding a place for such a child and an in year admission was requested. Mr Wright said you couldn't admit the in year admission.

The Governing Body asked how funding might operate. If a child was not on roll for the census but a place was being held open would the school get the expected monies? The answer is not yet known.

Mr Pringle asked whether this was of benefit for the younger children as they were at a disadvantage for a larger part of their school career. Mr Wright explained that social and emotional aspects are not addressed if they delayed entry and the children may be behind academically as well.

Mr Wright suggested putting changes to the admission criteria for foundation c on hold until these current changes have been implemented.

Mr Wright also informed the Governing Body that this year the local authority are not co-ordinating the admissions consultation process for schools. This process needs to be started by mid December. Mr Wright has contacted The Blue School and St Richards. St Paul's will need to notify people in the area such as other admissions bodies etc.

The ombudsman also commented that there was no record in the Governors minutes of formally accepting the admission criteria.

As the closing date will be before the next full Governing Body meeting Mr Wright suggested circulating the admission arrangements and agreeing by email. The Governing Body can't formally agree the revisions until the 6 weeks consultation has taken place.

The Governing Body agreed to do this.

Action: Mrs Churcher to circulate the revised admission arrangements for the Governing Body once the consultation process is over.
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Mr Ward suggested getting an external person to help the all three schools manage the consultation process.

## **8. Report on the use of Pupil Premium and Sports Premium funding**

Mr Green asked for any questions on these reports. Mr Pringle expressed surprise at how many pupil premium children there were. An incentive scheme to encourage people to apply is being introduced.

## **9. Receive Headteacher's report**

Mr Green asked for any questions on these reports.

Mr Pringle was impressed with the attendance figure as it shows pupils enjoy coming to school. He also shared how impressed he was with the behaviour around the school.

## **10. Review Governors' Newsletter, note changes to statutory regulations**

- Change from Director's report to Newsletter format.
- To note - Health and safety audit report by end of 2015.
- Revised register of interests – completed by Governors present at the meeting
- Performance management – has been delayed on the advice of LDBS advisor because assessment has not been finalised. Inset has led to expectations for progress. Now ready to look at performance recommendations for staff at pay and personnel committee.
- Coasting schools – Mr Wright shared the definition – however the levels no longer exist so this must be rewritten
- Deregulation act – home school agreement no longer required
- Behaviour management – check policy for statement of aims
- Ofsted common inspection framework – headings changed
- Baseline assessment statutory from next September but we are already using it.
- Statement of key issues addressed over the year

Mr Collins asked about an Ofsted inspection and which days they may be able to attend the school. Mr Wright indicated that no one really knows how this might work.

## **11. Questions on committee reports**

- Resources
- Children Families and Communities
- Curriculum and Achievement

No questions on these reports

## **12. Update on the Home School Agreement (no changes proposed)**

Standing item for the agenda. Mr Greene believes this will be good to keep. It outlines the school's expectations for parents.

### **13. Reports on Governor training**

Mr Ward asked about training. The school has bought in to both the LDBS and the Hounslow offers.

### **14. Election of Parent Governor**

A notice will be put in the end of year newsletter to give parents dates for the process and paperwork will be sent out in the new year in order to have a parent Governor in place for the next meeting.

The Headteacher will be the returning officer for the election.

Action: Mrs Churcher to prepare and send out the paperwork in January
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### **15. AOB**

Mr Wright wanted to inform the Governors that only female staff are attending Sayers Croft. The Governors agreed to this.

- Purchase of AED machine – DFE recommending schools consider this. Mr Wright proposes to purchase one for each site. The machines are fully automated and “tell” you what to do. Mr Greens asked about getting advice from LDBS

Action: Mr Wright to get advice from the LDBS
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- Official opening ceremony for Alexandra House

See action points above

- Update on child in hospital

T is now in Tadworth Hospital. A discharge date of early December is proposed. Mr Wright told the committee that there is now a 20 week delay before confirmation of funding for the Education Health Care Plan. Some costs would be incurred in adapting the school to meet his needs.

Mr Collins requested that the Governors write to offer their support to the family. Mr Wright also asked the Governors for funds to take a group of children to visit Tami in Tadworth. The Governors agreed.

EAL teacher – Mr Wright proposed the recruitment of an EAL teacher and an additional teacher or teaching assistant for the early years with the underspend. Mr Wright also proposed some outreach activities to bring in families of younger children to begin speaking and listening activities. This will also enhance community cohesion. The Governors agreed.

The meeting ended at 21.05 pm

Date of the next full Governing Body Meeting – Thursday 3<sup>rd</sup> March 2016

Signed .....

Date.....

Initialed .....