

**ST PAUL'S CHURCH OF ENGLAND SCHOOL, BRENTFORD**  
**MINUTES OF THE GOVERNOR'S MEETING**  
**Tuesday 14<sup>th</sup> June 2016**

**Present**

Mr G Greene (chair)  
Mrs Natalie Lonsdale  
Ms C Parfaine  
Mrs M Raine

Mr John Wright (Headteacher)  
Mr M Collins  
Mrs S Ward  
Mr L Pringle

In attendance: Mrs Katharine Churcher (Clerk)

Open in prayer

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

Mrs Lepsky, Mr Ward, Revd Simpson and Ms Elliott sent their apologies.

**2. Minutes of the meeting held on Thursday 3<sup>rd</sup> March 2016**

The minutes of the meeting held on Thursday 3<sup>rd</sup> March 2016 were approved and signed.

**3. Action points from previous minutes**

- AED machines - the LDBS have confirmed our insurance coverage. Once the second machine is in place Mr Wright will inform the London Ambulance Service.
- Safeguarding information sheet - Mrs Churcher to resend to Mrs Raine and Revd Simpson
- Mrs Churcher circulated the staffing data to Governors.
- Mrs Churcher has requested the check list for the Health and Safety inspection carried used by Tinies. It has not yet been received.
- Dates for full GB training have not yet been confirmed with Mr Marriner.

**4. Standing items**

**4.1 Finalise the school development plan**

Committee related items have been covered in detail in committee meetings this term.

Teaching observations show 30 % outstanding 60% good lessons with outstanding features. NQTs don't get Ofsted grade.

Work on assessment methods and resources is ongoing. Currently in the middle of the assessment cycle. Believe gaps reducing. Progress will be reported in the new term.

Develop curriculum and assessment structures. Adopted NHTA KPI's Arbor tracker and LDBS assessment matrix. Data has been presented in two different ways for RIG and LA advisors. Grid developed to capture and process data on attainment and progress. Mrs Lonsdale commented on the format. Mrs Lonsdale indicated that it is less time consuming and clear to follow. Parents have had assessment booklets setting out new arrangements. Meetings have been held for year 2 and 6 parents to explain procedures for statutory assessment. Shared assessment vocabulary and terms for early years up to year 6.

Mr Pringle raised Mrs Lepsky's comment at Curriculum that it is difficult to see how far from expected your child might be. Mr Wright explained the terminology to Governors. Mrs Raine feels that it is not very good vocabulary to give to parents. Mrs Ward commented that levels confirmed that every child could be seen to make progress and this terminology may make that difficult to convey progress to parents. Mr Wright agreed and also explained the use of P scales for SEND children. The message given to parents is dependent on the skill of the teacher and the language used. Mr Greene suggested a simple schematic. Mr Wright indicated that the KPI's are not comparable. Care must be taken over children emerging at the end of this year.

Priority 3 ELG and writing – improve global attainment in early years to good level of development. A considerable amount of work has been done to overcome the rebuilding and staffing problems the school experienced which affected results. Early in the year Mr Wright and Mrs Riley identified 5 key strands to work on and prepared the curriculum around these key areas. The Governors agreed to support this area with extra staffing in early years (Miss Mac and Mr Borbley). Today's results are likely to be at 70 % with good level of development. Targets for next year are being identified including increasing boys attainment and increasing the number of children exceeding. Mr Collins asked how to express thanks to this team. Mr Greene said it had been done at the Curriculum and Achievement meeting with Louisa present and recorded in the minutes. Writing – book monitoring and scrutiny indicate improvement in this area.

Priority 4 – staffing structures. Mr Wright explained the recruitment crisis all schools are experiencing. Plans for building capacity for leadership within the school is delayed until classteacher staffing is in place. Mr Wright explained his plan to bring Mr Lacy and Mrs Riley out of the classteacher role to enable them to support a phase in teaching and offer support to other colleagues. Mr Wright would be wary of filling the school with NQT's and would be reluctant to have more than 2 in the school. Mrs Raine asked if recruitment was a local problem. Mr Wright explained that difficulties are widespread and does not know how Hounslow compares to other boroughs. We have high calibre teachers in the school and will not pay outside the range to the detriment of current staff. Mrs Ward queried the difference between inner and outer London boroughs for allowance. The Governing Body has some discretion regarding pay scales.

#### **4.2 Review pupil progress and attainment – update on data priorities**

This has been covered earlier in the year – the traffic light type booklet will be produced in the autumn.

#### **4.3 Policies for adoption by Governing Body – there are no policies for the full Governing Body**

Mr Wright reminded the Governing Body of the policies covered in committee this term.

### **5. Conduct self review of governing body effectiveness (item for summer term). Composition of committees and subject Governors.**

This is a recommendation from the Governors newsletter. The Governors should develop a skills audit and assess our effectiveness.

Mrs Churcher has been collecting resources for this aspect of Governance.

Action: Mrs Churcher and Mr Wright will look at existing schemes and bring some recommendations to the full Governing Body.

Mr Greene reviewed the allocation of Governors to committees, subjects and other specific responsibilities. Ms Elliot will attend Children, Families and Communities and Ms Parfenie will attend Resources. Ms Parfenie will take on MFL. Mr Wright explained that there were a shortage of teachers to cover all subjects and some had been grouped together. Mrs Lonsdale indicated that Mr Kearney may be interested in history. Mr Wright suggested that Ms Parfenie and Mrs Ward shared responsibility for pupil premium. This was agreed.

Subject leader meetings this term – Mrs Raine and Ms Elliot were available on the proposed day but no suitable arrangement could be made with staff.

Mr Ward will meet Ms Jones later this term for maths as he could not make the suggested date.

Mrs Ward met with Mrs Bradley and Mr Wright re science and sex and relationship education.

Action: Mrs Churcher to send copy of Governors visit report form to all Governors

#### **6. Receive Headteacher's report and review net capacity of the school**

Mr Wright explained the net capacity of the school.

58 children have accepted places in reception from September.

Nursery may not be filled for September.

Mr Wright described how the implementation of funded child care/nursery may impact on our nursery. Mr Wright suggested that some exploratory work be done to examine how this provision may be organised in future.

Action: Resources committee to review nursery provision and how this may look in the future

Mr Collins asked about the fire drill report. He suggested that the school could ask the fire brigade on one of their educational visits if they could suggest an external supplier for equipment. Mr Wright explained that Alexandra House was still in the defects period and the contractors will be expected to rectify this problem. Mr Wright explained the difficulties of the logistics of the split site and the benefit of practicing a fire drill under a time of stress. The sites are linked underground and there are visual displays in the office area.

Mr Pringle asked about the financial constraints of staffing the school. The cost of staff is a high % of the schools income. Mr Wright explained the recent reduction and removal of the borough financial support provision and the problems for the 15 – 16 reporting. Mr Wright reported the carry forward balance of £56k.

Mr Wright also explained the staffing calculator model. He explained that he and Mrs Churcher had developed a crude version in order to begin the budgeting process. This was based on the roles we would ideally like to have in September. The school has taken the opportunity to work with Strictly Education. The school has purchased the HCSS software and begun to migrate our staffing details in order to get a more accurate projection.

Mr Collins asked about the dates for closure of P13. The school understands that the borough will not be able to meet the date expected (20<sup>th</sup> June 2016). The borough has informed the school that there are errors in the P13 coding.

Mr Collins asked about the possible clawback of the underspend. Mr Wright explained that in previous years the school has committed the balance for specific projects such as playground redevelopment that could not be spent in that financial year. Other Hounslow schools have not done this and so there are un-allocated amounts in the boroughs education accounts. In the new budget software there will be the facility to allocate this should there be a greater underspend at the end of the next financial year.

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

Mr Wright explained where the newsletter was already out of date, particularly in the projection of academisation routes. He drew the Governors attention to items of key importance including OFSTED, safeguarding, health and safety performance, fair funding and high needs funding, no detail on the minimum funding guarantee, early learning assessment formats, removal of the requirement to use the early learning foundation stage profile and entry assessment (Mr Pringle may follow this up with Mrs Riley), moderation handbooks (the school has been selected for early years and KS1), term dates for 18-19 (will be brought to future Governing Body meetings following SLT discussion).

Action: Mr Pringle to meet Mrs Riley re ELFS profiles and entry assessment.

Action: Term dates to be considered at Autumn term meeting.

The London Governors newsletter also covered replacing QTS status with an accreditation process and transfer school improvement process from the local authority to schools.

The Ofsted data dashboard is closing and being replaced by a performance data portal. Governor information is to be loaded onto Edubase. Name, appointment date and chair will be available to the public. Further information will be collected but not made public eg Governors addresses.

Action: Mrs Churcher to load Governor information onto Edubase in September.

Mr Pringle asked about elected parent Governors

Mr Collins asked about the provision of LINK Governor and other Governor groups.

School improvement responsibility will be passed to schools with less support from the local authority.

Mr Wright and Mr Greene are attending a meeting with Mr Marks re views on multi academy trusts.

Mrs Ward commented favourably on the statement on the headteachers report regarding academy trusts.

#### **8. Receive committee reports**

Mr Greene asked if there were any questions on the committee reports. There were none.

## 9. Receive reports on Governor training undertaken

Safer recruitment Mr Wright, Mrs Riley and Mrs Ward. Ms Elliott is at safeguarding. Mrs Lepsky attended a PE conference and Ms Parfenie will attend the CP training this month.

## 10. Update on SEND provision

Mr Collins has met with Ms Bennett. Children are receiving suitable support. An inclusion coordinator has been recruited from September.

Mr Wright stated that the EHCP for MA has not yet been agreed. He has made good progress since rejoining the school. Mr Pringle commented on how positive it has been for the children in the school as well.

Mr Wright indicated there will be a reduction in SEN point values.

## 11. AOB

- Mr Greene explained that Mr Collins is celebrating 30 years as a Governor. Mr Wright and Mr Greene have begun arrangements to celebrate this.
- Mr Pringle has visited Early Years and prepared a report. He was very impressed. Mr Greene thanked him for the comprehensive report.
- Mr Collins is attending a Junior Citizens presentation as VIP and a London Road Safety meeting. On 22<sup>nd</sup> July a red education bus will be launched to travel to boroughs and schools to highlight road safety issues. Mr Collins also mentioned a tattoo event at Harlequins which unfortunately will be during the holidays.
- Mrs Ward – expressed her thanks to Mr Pringle for all the work he has been doing.
- Mr Wright showed the Governing Body some video clips of what Governors might expect from OFSTED. Belita Scott Ofsted news on YOU TUBE

|  |
|--|
| Action: The school will prepare a go to folder of information for OFSTED readiness |
|--|

|   |
|---|
| Action: The school will prepare a Governors drop box for this information – SEF and SDP |
|---|

Mr Pringle and Mrs Ward will attend mock interviews with Mr Marriner.

Date of the next meeting – Wednesday 2<sup>nd</sup> November 2016 at 7 pm

The meeting ended at 9.55 pm.

Signed .....

Date .....

Date of the next meeting – Wednesday 2<sup>nd</sup> November 2016 at 7 pm

Initialed.....