**ST PAUL’S CHURCH OF ENGLAND SCHOOL, BRENTFORD**

**MINUTES OF THE GOVERNOR’S MEETING**

**Wednesday 2nd November 2016**

**Present**

Mr G Greene (Chair) Mr John Wright (Headteacher)

Mrs M Raine Mr M Collins

Mrs S Ward Mr L Pringle

Ms L Elliott Mrs T Lepsky

Revd D Simpson

Open in prayer

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

Carmen Parfaine and Alan Ward sent their apologies. Mrs Lonsdale is currently on maternity leave. Mr Collins arrived at 7.20 pm

1. **Minutes of the meeting held on Tuesday 14th June 2016**

The minutes of the meeting held on Tuesday 14th June 2016 were agreed and signed

There is a typing error in section 4.1 to correct

1. **Action points from previous minutes**

Self evaluation – ongoing

The Governors visit report form was sent out

The Resources committee looked at some of the nursery issues for the future

Mr Pringle met with Mrs Riley

The Governors details have been added to Edubase

Term dates to be considered at this meeting

A folder of documents was sent in a single email (Mr Pringle and Lepsky attended a mock Ofsted interview with Mr Marriner)

It has not been possible to provide a no cost drop box

1. **Standing items**
   1. **Review the school development plan and SEF, Identify Governor Monitoring priorities linked to the SDP.**

These were discussed at each committee in detail following the Governors forum (see SDP)

Mr Wright asked Mr Pringle if he could track early years in line with recommendation in the Governors newsletter. Mr Pringle agreed.

Action: Mr Pringle to track early years

Ms Spencer visited early years on the 1/11/6 and supported the targets set.

Budget – the resources committee may meet more often to review the budget monthly

Action: Send out email to Resources committee members to identify a person to meet with KC and IA each month.

Action: Invite IA to next committee meeting

Mr Wright and Mrs Cossar have updated the SEF and circulated it before the meeting. Mr Greene recommended that Governors read the SEF in detail and ask any questions to ensure they fully understand where the evidence is.

* 1. **Distribute programme of meetings for the year.**

The programme has been distributed electronically and in paper form to Governors.

* 1. **Review and amend range of committees and membership**

Ms Elliott to share PE and sport with Mrs Lepsky and Art and DT with Mr Ward.

* 1. **Annual safeguarding review report**

Mr Wright referred to the report recently sent to Governors. Mrs Ward asked Mr Wright for further information on Prevent training. Mr Wright referred to the duty on schools to undergo training and report on this aspect of safeguarding. The school staff trained in the autumn term 2015. Mr Wright recommended an online training link that Governors could use. Some Governors and staff have also had safer recruitment training. Mr Collins needs to update his training.

Action: Mr Wright to send link to all Governors for Prevent and safeguarding children in education training.

Mr Wright shared some of the key points of safer recruitment including the disclosure statement.

He also described the Single Central Record for staff and volunteers. Mr Wright shared the updates to Keeping Children Safe in Education and stressed that any adult in the school has a responsibility and a right to act if they have a concern and if they thought the safeguarding lead was not taking the concern seriously.

Mr Wright shared the induction process for new staff including the policies given out and the staff handbook. New staff and volunteers are required to sign the confirmation sheet. Also included in the “Allegations against staff” policy. There are also changes to “off rolling” procedures for children who leave.

CSE training is planned for INSET. The school has seen a rise in domestic violence incidents and custody issues.

Revd Simpson has attended a diocesan course and will send details to Mrs Churcher to check if it complies with Hounslow requirements.

Action: Revd Simpson to send details of the course he attended to Mrs Churcher

Action: Mrs Churcher to send sample disclosure form and SCR data.

* 1. **Policies for review and adoption by Governing Body (already considered at committee)**
  + SEND
  + Child Protection

Mr Pringle had noticed a typing error on p 7 of SEND

Action: The school to correct the typing error

The Governors agreed to adopt both policies.

1. **Report on 2016 assessment results - Mrs Cossar**

Mrs Cossar shared her summary document with Governors and drew their attention to key points. (document distributed at meeting)

Mrs Ward asked about children coming in to foundation stage where English isn’t spoken at home. Mrs Cossar, an issue identified in recent years within the school.

Mrs Cossar also reported on children who are not yet talking in sentences. The foundation stage is looking for all possible opportunities to develop this.

Revd Simpson asked about benchmarking on entry. Mr Wright replied that within the borough we are close to the average.

Phonics – all passed in year 1 or 2 last year. Two children with special needs will not meet the standard this year. Revd Simpson asked about the national average for this. (81%)

Analysis of KS1 results showed that the assessments were more difficult this year. Mrs Cossar described the stringency of the assessment process and moderation of results.

The school is pleased with the scores that were achieved.

Analysis of KS2 results showed that the school is still above the national average for reading despite the level reaching the national standard.

Mrs Cossar also highlighted the % of the pupils exceeding the national standard in writing.

Mrs Cossar needs further time to analyse the data in more depth. While pupil premium children have not achieved as well as others, closer examination of the children showed they might also have other needs such as SEN or EAL issues or children who had been in the school less than 2 years.

Mr Greene asked if Mrs Cossar could share the Venn diagrams with the Governors.

Action: Mrs Cossar to send out edited Venn diagrams.

Mrs Cossar also shared the Arbor report prepared directly from the data. This shows only one area of concern, reading scores for pupil premium children.

The Governors thanked Mrs Cossar for her work.

1. **Consider admission arrangements for September 2018. Confirm arrangements for consultation and agreement. Email to Governors for comment.**

Mr Wright reminded the Governors of the consultation and agreements for admission arrangements. The difficulty is that the final date falls before the next full GB.

All Governors will be asked to respond by email as last year. There may be an opportunity to add something on staff children.

Mr Greene commented on the problems that may arise for staff with children who apply for the school if the school became outstanding.

Action: Mr Wright to consult with the LDBS about children of members of staff in the admission arrangements

1. **Academisation**

The white paper is not going ahead at this time. The school is in a good position being VA. LDBS have the controlling say in to which academy trust Church of England schools would join. The LDBS indicated that there is no urgency for schools to join at this stage. The LBH conference concentrated on academisation. Other borough schools are regrouping and investigating how they can become an effective academy system of some kind.

The school currently buys into the EIP. This may cease to exist in its current framework and may merge with the Hounslow Learning Partnership. The school would not want to belong to a merged group, there would be a financial implication and duplication of services provided by the LDBS.

The Governors are in favour of staying as a VA school.

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

Mrs Ward complimented Mr Wright on the format of the new pupil premium report. Mr wright explained why the number of pupil premium children is decreasing.

As pupil premium governor Mrs Ward will track some of the pupil premium children.

1. **Receive Headteacher's report.**

Mrs Ward asked about the staff not going on home visits for early years. Mr Wright discussed how staff are assessing any safeguarding concerns with new families with interview questions used to get further information when they come for the stay and play sessions.

Action: Mr Pringle to follow up with early years staff. The school will review the procedure.

1. **Review Governors’ Newsletter, note changes to statutory regulations.**

Mr Wright drew attention to some of the items in the newsletter.

The provision of 30 hours of nursery education/childcare would cause several problems for the school. Mr Wright will find more information and investigate the possibility of a working party to plan and develop how the school can provide for 30 hours.

Mr Wright explained how teachers pay and performance is managed. Mr Pringle asked about staff retention and recruitment. Some recommendations have been made in the past for recruitment and retention allowances. Mr Wright reminded the Governors that the intention is to create a new staffing structure but recruitment problems have prevented this from implementation this year.

1. **Report on budget implications for the school.**

Mr Wright thanked Mrs Churcher and Mr Askew for the work done on the budget and examination of the historical data.

Mr Pringle asked about the cost of new members of staff from agencies. The school used agencies for two members of staff.

Mr Pringle asked about the cost of the kitchens. Mr Wright explained that the school could no longer feed all children on the SPS. The most expensive part of the expansion is in the younger age group. Most of the infrastructure for expansion is now in place. This year is the most difficult as many new fixtures and staffing are put in place to run two sites.

1. **Review of policy listing for website**

The list was circulated. The Governors discussed the value and problems of the number of policies on the website. The Governors agreed to add policies only as they are reviewed and agreed from 2/11/16. Mr Wright also suggested that the school can reduce the number of policies by combining certain aspects.

Mr Pringle commented on the acceptable use policy for the internet that children had to sign.

Action: Mr Wright to prepare an Acronym buster for the next full Governing body meeting.

1. **Questions on committee reports.**

No questions

1. **Home School Agreement (no changes proposed)**

The Governors agreed to keep the same format.

1. **Reports on Governor training**

See committee meeting reports. Mrs Lepsky and Ms Elliott are attending a preparation for Ofsted course on the 17th November.

1. **AOB**

Revd Simpson informed the committee that he will be on sabbatical from Xmas to Easter.

Mr Wright informed the Governing Body that there are no changes to the pay policy but brought it forward to be approved before the Pay and Personnel committee meets.

The GB agreed to adopt this policy.

Term dates for 2017-2018 The proposed dates were circulated. The dates were agreed by the Governing Body.

Sport activity – will take up this offer subject to certain conditions.

The school will also continue to work with the LA and LDBS as a RIG group. Mr Pringle believed it had led to school improvement.

Mr Greene informed the Governing Body of the intention of holding an after school session for Governors to meet new staff.

Action: School to suggest dates for this meeting

The meeting closed at 9.55pm

Signed ……………………………………………….

Date……………………………………………………

Date of the next meeting –Thursday 9th March 2017 7 pm