

GOVERNING BODY FOR ST JOHN'S CE PRIMARY SCHOOL N20

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
TUESDAY 11 SEPTEMBER 2018 AT 18:30**

MEMBERS

FOUNDATION GOVERNORS

Mrs Lynne Evans (*PCC*) (Chair)
Mrs Imogen Hall (*PCC*) (Vice Chair)
* Ms Loretta Okpokiri (*LDBS*)
Mr Jaime Goumal (*PCC*)
Mrs Rachel Adams-Constantine (*PCC*)
* Mrs Alice Gavin Atashkar (*Deanery/Synod*)

LA GOVERNOR

Christine Richardson

EX OFFICIO PRIEST IN CHARGE

Revd. Lynn Davidson

PARENT GOVERNORS

Ms Elina Burgess
* Mrs Jeanette Burnett
Mr Ben Pullenayegum

EX OFFICIO HEADTEACHER

Mr Curtis Sweetingham

STAFF GOVERNOR

* Mrs Donna Tidiman

ASSOCIATE MEMBERS

Mrs Catherine Mitri

* Denotes member NOT present

MINUTES

PART I

Opening Prayer by Reverend Lynn Davidson.

1. Attendance/Apologies

Apologies received and accepted from Alice Gavin Atashkar and Loretta Okpokiri.

The Staff Governor Donna Tidiman was not present as she is on maternity leave.

Elina Burgess arrived shortly after the start of the meeting.

No apologies received before the start of the meeting from Jeanette Burnett.

2. Register of Business Interests

The Chair ASKED whether Governors have completed the Register of Business Interests circulated in advance of the meeting.

The Chair confirmed completed forms received for LE and JG, and emphasised that a completed form is required from every member of the board.

A Governor ASKED if it can be done online.

The Chair confirmed that the forms are in Word format and can be signed and returned electronically.

(EB joined the meeting)

Action: All Business Interests forms to be completed returned to LE by Friday 21 September 2018

3. Minutes of the FGB held on 9 July 2018 Part I (attached)

The Chair ASKED if any Governors agree the Minutes of the previous meeting are a true reflection of the meeting.

The Governors AGREED the Minutes are a true reflection.

A Governor RAISED that there are several mentions of staff in the Part I minutes and ASKED if these should be moved to Part II.

The HT ANSWERED that the discussions were appropriate to be in Part I.

The Chair signed off the Part I Minutes of the previous meeting.

4. Matters Arising from the Minutes

a) Stand-in Staff Governor (HT)

The HT REPORTED that Alison Cruickshank is going to step in temporarily, during DT's maternity leave, but was not able to attend this meeting.

Completed.

b) HT and JB to create equalities plan

The HT REPORTED that HT and JB planned to meet at the start of the new academic year to discuss the equalities plan.

Carried forward.

c) IH to advise of a SEND training session in October

Carried forward.

d) HT to draft the SEF and distribute during summer break

Completed.

e) Strengths-based approach going forward

The Chair reminded that for all meetings going forward, all Governors are to take a strengths-based approach on feedback to the SLT.

The Chair ADDED that IH will be including this in the Governor Action Plan.

5. Appointment of Chair & Vice Chair (HT)

The HT REPORTED that there had been one nominee for Chair, Lynne Evans, and one nominee for Vice Chair, Imogen Hall.

The Chair ASKED Governors for any verbal nominations.

The HT ASKED for a vote by show of hands if Governors agree to appoint both nominees as Chair and Vice Chair.

Governors voted UNANIMOUSLY in favour of both appointments.

6. Status of Membership of Board

The Chair confirmed that the HT has arranged a stand-in Staff Governor.

The Chair RAISED that EB's term as a Parent Governor will come to an end in December and that she has notified she intends to stand down, so the board will need to begin the process to recruit a parent governor from that time.

The Governors discussed the nomination procedure outlined in the terms of reference.

A Governor RAISED an announcement could be made in the newsletter.

The Governors AGREED this would give an opportunity for interested parents to get in touch with the Chair and some informal meetings about what the role entails to be held in advance.

A Governor ASKED what would happen if no-one stands.

The Chair ANSWERED that there would be a vacancy which the board would try again to fill at a later date.

The Chair RAISED that there is also currently a vacancy for an LDBS Governor and outlined the requirements and challenges of finding a candidate for this position.

The Chair concluded that if the Board feel there are any parents who might be particularly good, it might be worth having a chat and suggesting they stand, and in the meantime the Board can get the process ready for that.

7. Confirm Sub Committee Membership

The Chair confirmed that there have been no changes to Sub Committee membership from July, and ASKED if any Governors have any comments.

A Governor ASKED if Class Link Governors have been removed.

The Chair and Vice Chair ANSWERED that it wasn't really working, and it seemed that it might be better to have one or two Governors happy to go in to school and report back, rather than trying to assign a Governor to each class.

They ADDED that Alice Gavin Atashkar has come in and visited several classes, and Christine Richardson might like to come in and see the children and do some meetings, and would also be able to provide a valuable perspective not being a Parent Governor.

The Chair ASKED if all Governors are happy with the Sub Committee list.

All Governors confirmed they are happy with the Sub Committee list.

8. Terms of Reference for FGB including Scheme of Delegation

The Chair confirmed that there have been no changes to the Terms of Reference or Scheme of Delegation and ASKED if Governors are happy with the content.

All Governors AGREED.

The Chair circulated the Terms of Reference for Governors to sign.

9. Review and Approve SEF

The Chair ASKED Governors for any comments on the SEF document circulated prior to the meeting.

Several Governors commented that the SEF read very well and gave clear evidence of the journey the school had been on. It was also noted that the governors felt very proud of the school and its leadership.

The Chair AGREED that it was great reading, and a factual, good evaluation form of the journey the school has been on for the last year, and how much has been accomplished. The Chair ADDED that the SLT have done so much good work.

The Chair ASKED, in relation to the SEF, whether the school can honestly say that SEND make rapid progress.

The HT ANSWERED yes, absolutely, and explained that the school doesn't measure pupils against national standards, they measure pupils against their own standards, so it's measuring progress from starting point and they can prove that claim.

A Governor ASKED how many SEND children there are now that term has started.

The HT ANSWERED that there are around 20.

A Governor ASKED how it impacts on results, and whether they are assessed differently.

The HT ANSWERED that they are not assessed differently, so it does impact overall results. He referred to the previous year's results and how individuals can impact overall results in a small school, where an individual child accounts for nearly 4%. The HT ADDED that the school is still very happy with the results.

The HT emphasised the importance of evidencing what is being done to support the pupils, and what has been achieved, with a focus on progress rather than attainment.

A Governor ASKED whether it puts pressure on the SEND pupils.

The HT ANSWERED that the school doesn't put pressure on the pupils, so while results will affect the school's data, it doesn't affect the child or their family.

The Chair RAISED that this is very positive, and emphasises that the school is nurturing and caring, and thinking about individual pupils' needs.

A Governor ASKED whether on Page 5 "disadvantaged children" is being used interchangeably with Pupil Premium, as PP is not mentioned explicitly.

The HT explained that disadvantaged includes Pupil Premium, free school meals and service children grouped together.

A Governor ASKED whether anything should be included explicitly addressing Pupil Premium.

The HT ANSWERED that it's covered in disadvantaged.

The Governors and SLT discussed the school's focus on Pupil Premium pupils the previous year, and the outcomes achieved.

The HT explained that although at KS2 the school results are not above national in Writing or GPS, the difference represents one child.

The Chair ASKED whether Pupil Premium across the school should be included as an area for development, rather than just KS2.

The HT ANSWERED that Pupil Premium is always an area for development, but that he doesn't think the school is underperforming at lower years.

The Chair highlighted the excellent results that have come through since the last board meeting, and congratulated the HT and DT on the phenomenal results.

The Governors and HT discussed the definitions/sources of the Free School Meals and Deprivation figures on Page 1.

A Governor ASKED the difference between a Middle Leader and a Subject Leader.

The HT explained that the terminology is school-specific, as each school calls their leaders different things. The Chair explained that the Ofsted inspection refers to Middle Leaders, but the staff in the school they were referring to were the Subject Leaders. So the Ofsted report suggested area of development is the school's Subject Leaders (Ofsted terminology Middle Leaders).

A Governor ASKED that on Page 1 "Chair" and "Vice Chair" be clarified as "Governor Chair" and "Governor Vice Chair".

A Governor RAISED whether "to ensure all teaching is at least Good" on Page 3 is a sufficiently positive statement of an area for development.

The HT ANSWERED that with five new members of staff, it is necessary to ensure this, and that highlighting this as an area for development is a true reflection of new staffing.

The Chair ASKED Governors for a show of hands to APPROVE the SEF.

UNANIMOUSLY APPROVED.

10. Top Line Presentation on new School Improvement Plan

The Governors thanked the HT for the condensed SIP.

The HT REPORTED that the SLT have worked with the teachers and teaching assistants to produce the document, and plan to work with children on it.

The HT outlined the SIP key priorities for the Governors:

1. Teaching to be at least Good or better

With four new members of staff, the HT emphasised the importance of getting staff ready to teach the St John's way and do everything as the school likes it to be. The HT explained that a lot of the bullet points are based on getting teaching Good and trying to maintain the 30% Outstanding, although this might be a challenge this year given the amount of new teaching staff.

The DHT ADDED that with so many new teachers, it puts pressure on the other staff as they have to give up time to support the new staff.

2. Provision for children with additional needs

This is a continuation from work begun the previous year. SEND is a big push for the school, with an emphasis on paperwork, applying for EHCPs, recognising and

putting interventions in place. All interventions are being re-timetabled, with a view to running all interventions in the morning with a top-up in the afternoon. Review of micro tracking and ensuring micro tracking is really strong. Giving more ownership to teaching assistants to hopefully relieve some pressure on the Inclusion Leader.

The school is focused on mental health, having become a Resilient School, and is working to develop this by working with a therapist every week, and developing resilience through teacher training. Provision of coaching through external company Kick, due to start this week. The school has spent money on HIST for the first time, to access specialists in the borough to help with needs the school doesn't have the skills internally to support, and maintained a high spend on EP. All this provision should hopefully help St John's become a really good school in terms of mental health for pupils, teachers and Governors. The school will be one of the first to become involved in offering online counselling, and also has a Resilience Online/online safety programme beginning next week. A member of staff to attend Mental Health First Aid training.

3. Further improve assessment, subject knowledge and the English curriculum
Ensure continued improvement and consistence across the whole school. A lot of work has been done on the English curriculum and the school is happy with where they are, but want to improve even further. No Nonsense Spelling, No Nonsense Grammar were purchased at the beginning of the previous year, but weren't rolled out well enough, so will be reinforced this year. Improvement in results so far has been excellent and it's important to maintain this. In terms of assessment, the school has implemented its own tracking systems to ensure children achieve the results expected at the start, or move up to the level above. Pupil progress meetings are be held to help ensure this is achieved.

The school is taking part in an EEF research project, to see if Power of Pictures works as well as Power of Reading or better. As a result the school will get a resident author. It's a Year 5 project where data will be captured and the school will get a lot of input in the form of workshops.

The Chair ASKED whether Power of Pictures will mean a complete change in the way the school teaches writing, or whether it is in addition to Power of Reading.

The HT ANSWERED that the new resources will be in addition to, not instead of, and the school is providing an additional tool for teachers to use to achieve outcomes.

4. Gain accreditation across a variety of awards

There are a few awards the school wants to maintain or build upon:

- Global Citizens, to help towards RE
- Eco Schools, bronze to silver
- Sports Mark being moderated this year, aim to achieve platinum
- London Healthy Schools, aim to achieve gold
- School Travel Plan to maintain at gold
- EYFS award from Barnet, to convert to national level

The HT explained that this is the detailed SIP document, and reported on ideas for different ways to present the SIP around the school.

The Chair ASKED if Governors have any comments on the key priorities outlined by the HT.

A Governor RAISED that the key priorities connect well with the SEF, addressing the educational areas where the SLT want to improve, maintain and track, but also gives a holistic picture, including the awards the school is working towards, which is very good.

A Governor RAISED that she's seen one school including finance elements in the SIP, as the financial circumstances are a huge burden on the school.

The HT ANSWERED that he doesn't like the idea, but that the SIP has been costed in a meeting with the Finance Manager, so a costed version can be circulated if Governors want to see it.

A Governor CLARIFIED that finance could perhaps be included as a SIP priority.

The Governors and HT AGREED that the school is already doing everything they can, from a finance perspective, so it's not clear how this could be improved and the SIP is an "improvement plan".

The Governors and HT discussed the financial challenges being faced by all schools.

The Chair RAISED that scrutiny of finances is covered as a strategic priority that the Board have to deliver on every year, so it shouldn't necessarily go in the SIP.

(LD left the meeting to attend PCC mtg)

A Governor RAISED that Priority 4, to achieve awards and accreditations, makes more sense when explained than the one-line headline does in the SIP, because what is important is the impact rather than the awards themselves.

The Governors AGREED that the priority is valid, but could perhaps be reworded to emphasise the importance of promoting wellbeing, and the awards and recognition that follow as a result of this.

A Governor ASKED whether the "improved provision leading to improved outcomes" on Page 3 should be connected to a measurable target or not.

The HT ANSWERED that this would be measured by comparing the current and future levels of meetings, interventions and tracking being undertaken.

A Governor SUGGESTED that redoing the Parent Questionnaire would be a measurable indication.

The HT ANSWERED that that is a good idea, and that the Parent Questionnaire will be completed every year.

The Chair AGREED it is a really good point to include something measurable.

A Governor RAISED that the big challenge for the year will be the staff changes, integrating all the new teachers, maintaining the high standard, ensuring they're all working in the St John's way and the transition is as seamless as possible.

The HT AGREED that this will be a big thing for a period of time.

A Governor CHALLENGED that Pupil Premium isn't a key priority.

The HT ANSWERED that the final data is not yet available, but he's confident to predict that the school's Pupil Premium children will be doing better than Pupil Premium children nationally.

The Chair SUMMARISED that on the key priorities Governors agreed that Point 4 should be reworded to emphasise the practices leading to various awards, and that it would be helpful to add some more measurable objectives throughout.

The Governors AGREED these are the main points arising from discussion.

The Chair ASKED if Governors are happy to approve the SIP document.

The Governors all AGREED to approve the SIP document.

A Governor CHALLENGED whether the SIP is brought up and reviewed throughout the year.

The Vice Chair ANSWERED that a lot of the key priorities fall under TLS, so they are brought up in TLS meetings and then relevant points are reported back to the FGB.

11. Admissions Policy

The Chair explained that it is the time of year where the board needs to decide whether they want to make any changes to the Admissions Policy, and if any changes are to be made it will have to go to consultation as in the previous year.

The Chair ASKED if anyone felt any changes should be made.

The HT RAISED that he would like the Admissions Panel to consider changes to the Admissions Policy.

The HT explained that the list of roads within the parish boundaries are not up to date as there has been a lot of building work in the borough recently; he also raised that the parish boundaries are an odd shape and there may be some people who are closer to the school, not inside the parish boundary, while other

people who are further away are, because certain roads didn't exist when the boundaries were drawn up.

The HT RAISED that under the current policy the school follows parish boundaries, but perhaps the Board could consider following a mile radius distance, as many other schools do now.

A Governor ASKED what this means for the people on the outskirts of the parish.

The HT ANSWERED that this would have to be investigated, but it could only be positive, and the most important point is what it means to the people right on the school's doorstep who currently can't get in, when it's supposed to be a local school.

The Governors and HT discussed the potential implications of changing the boundaries.

The Chair SUMMARISED that there is a need to revisit the Admissions Policy.

***Action: proposed change to Admissions Policy
to be raised at Admissions Panel Meeting***

A Governor PROPOSED the removal of the specified 30 child limit for admissions at juniors (F2) level, as this would give flexibility to accept more, which would help with funding.

The Governors and HT discussed that this would not necessarily mean the school would have to accept more than 30 pupils, but that it gives the school the flexibility to decide to accept more in appropriate circumstances.

The Chair ASKED if it is not required to state the number of pupils the school admits.

The HT AGREED that is a good question, and it should be looked in to.

MOTION OF CONFIDENTIALITY

RESOLVED that, because of its nature, the business to be transacted be treated as confidential and not for publication. Discussion moved to Part II.

(Part I Resumed)

12. Any Other Business

a) Online Safety for Children/Expert Training for All

The Chair highlighted the upcoming Online Safety event on November the 13th 7-8pm and ASKED all Governors to put this their diaries. The Chair explained that another governor had attended this training session and

reported that she learnt a lot. The cost is £5 a ticket for advance booking and £7 on the door, and it would be really helpful if Governors attended and tried to bring other people along as well.

The HT explained that the vision is that the school could become a safeguarding hub for these sorts of training sessions. The upcoming online safety event will be promoted to several other schools, and also through the Synod and Mag 7, and hopefully will have good attendance.

The Chair highlighted that the training covers the online dangers facing children, the importance of being aware of the apps available, and learning practical steps such as turning off location settings for your child's device.

13. Close

The Chair thanked Governors for attending and closed the meeting.

Date of Next Meeting: Tuesday 20 November 2018: 18:30-21:00

Closing Prayer by Mrs Catherine Mitri.