

MINUTES OF THE MEETING OF THE GEORGE TOMLINSON PRIMARY SCHOOL GOVERNING BODY HELD ON 15 DECEMBER 2016 AT 6.00 PM AT THE SCHOOL

Present: Mrs Debbie Strowbridge – Local Authority Governor (Chair)

Co-opted Governor

Mrs Gillian Barker
Mr Andrew Warren
Mr Alun North

Headteacher

Ms Verity Carter

Parent Governor

Ms Ellie Ross
Mrs Maya Peyton-Nicoll

Staff Governor

Dr Matthew Laban– Interim Associate Headteacher (left at 7.30pm)

Clerk to the Governors: Ebrahim Vawda

Also present: Ms Beverley Allen – School Business Manager
Mr Brad Ekman –LBWF (for Finance report only)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.	MINUTES: Item 7.5 of the minutes refers: the Budget documents are still not being sent in advance to governors.	Ms Allen	By next meeting
9.	9.3 Critical Incident Management Policy Policy reviewed by Governors and it was noted that it needs to be clarified further and also needs to be merged with the Business Continuity and Critical Incident Policy. The revised policy will be emailed to governors for comments. To be looked at next meeting. 9.8 Safeguarding (standing item) Mrs Strowbridge suggested that the school invite Julian Lee from Hawkswood PRU to carry out an external review on safeguarding/behaviour/ attendance	Action: Ms Carter Action: Ms Carter	By next meeting
10.	FEEDBACK ON SKILLS AUDIT Governor services to send out the skills analysis to the Chair.	Action: Governors Services	Asap

<p>13.</p>	<p>FINANCIAL DOCUMENTATION 13.1 <u>Statement of Internal Control</u> School Business Manager will email the document to Governors to review and agree 13.2 <u>School Financial Regulations</u> School Business Manager will email the document to Governors to review and agree 13.3 <u>Best Value Statement</u> (this is no longer sta School Business Manager will email the document to Governors to review and agree.</p>	<p>Action: School Business Manager/Ms Carter Action: School Business Manager/Ms Carter</p>	
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1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Mrs Stowbridge welcomed all governors to the meeting. Also in attendance was Mr Brad Ekman, Finance Officer at LBWF, who will be present for the finance report.
- 1.2 There were no apologies for absence. All members were present at the meeting.
- 1.3 Apologies for absence not accepted- None
- 1.4 The clerk confirmed the meeting was quorate with 8 Governors present.
- 1.5 Notice of Any Other Business/Confidential items.

2. DECLARATIONS OF INTEREST

There were no governor declarations of interest pertaining to any of the agenda items for this meeting.

3. GOVERNING BOARD

- 3.1 The Clerk confirmed that the Governing Body has a full composition and there were no vacancies and no terms of office ending before 2020.
- 3.2 To consider disqualification due to non-attendance (the governing board may decide to allow absence for purposes of non-disqualification): None.
- 3.3 DBS checks have been completed for all governors in line with statutory requirements.

4. MINUTES

- 4.1 Governors received the minutes of the governing body meeting held on 13 October 2016 and agreed these to be an accurate record of the meeting, subject to the following amendments

The names of the following governors corrected as:

- Ms Ellie Ross
- Mrs Maya Peyton-Nicoll

- Item 8 corrected to: Governors agreed for Ms Ross to look into Social Media Policy.
- Item 5: Q. Is there any provision for Modern Foreign Languages?

A. Yes French at the moment. Further options will be looked at for the future.

- Item 9.6 to read “The Board were advised that there were two webpage groups”- this replaces the wording in the minutes which named the groups.
- Item 12.1 – The answer to the question to read “Governors are encouraged to attend all free training provided by Governor Services.

Chair of Governors
Initials:

The minutes were duly signed by Mrs Strowbridge and retained at the school.

- 4.2 Matters arising:
Item 7.5 of the minutes refers: the Budget documents are still not being sent in advance to governors.
Action: Ms Allen

5. HEAD TEACHER'S REPORT

The Headteacher's report was emailed to governors and copies were provided at the meeting. Ms Strowbridge invited questions.

Safeguarding:

Governors have been closely monitoring and are pleased to note that there is a reduction in the reporting of safeguarding incidents.

Ms Carter was pleased to report that there has been an improvement in the process to report incidents. Correct procedures are followed.

Governors discussed the past problems of vexatious complaints that after investigation have proved to be without substance and therefore detract from providing good quality education.

Governors agreed that a notice should be placed in the reception area informing parents that aggression from parents will not be tolerated.

The Chair will also write to parents who are persistently aggressive and inform them that their behaviour is unacceptable.

Data

Pupil performance information. SLT have been moderating books and tests alongside teachers to establish that the data is spot on. SLT have been moderating work throughout Autumn 2. Training on Target Tracker. Pupil Progress meetings in Autumn 1 showed that teachers are still struggling with understanding data accurately. We had a second training session for staff on 6th December. A meeting was held with Lyndsey Roberts-Egan (deputy Chief Executive of Education) and Rosalind Turner (interim Director of Learning) from the LA. The meeting was positive; they expressed being pleased in the attainment and progress seen across all year groups.

Mrs Strowbridge added that LA has confidence in the strong leadership and the involvement of Governors, and shows that the Governing Board has a clear grip on issues and actions are being taken to remedy past problems.

Pupil Premium

Governors received and noted the Pupil Premium report. Governors requested a full report in the summer term to include impact on PP outcomes. Mrs Strowbridge thanked Ms Carter for her report.

6. CHAIR'S ACTION

There was no Chair's Action to report.

7. GOVERNORS OFSTEDSHORT INSPECTION TRAINING

Robust Ofsted training with Ogugua (Interim Principle Adviser-Quality Assurance Standards WF) to ensure collating of evidence to support progress, attainment and safeguarding improvements

8. FINANCE CLARIFICATION

Reported as a confidential item

9. OFSTED AND DATA

This was covered in detail at an earlier meeting of the Governing Board, held on 1 December 2016.

10. SCHOOL ITEMS:

10.1 Paying Governors' Allowance Policy

Policy agreed and ratified by the Governing Board

10.2 Social Media Policy

Policy agreed and ratified by the Governing Board

10.3 Critical Incident Management Policy

Policy reviewed by Governors and it was noted that it needs to be clarified further and also needs to be merged with the Business Continuity and Critical Incident Policy.

The revised policy will be emailed to governors for comments.

To be looked at next meeting.

Action: Ms Carter

10.4 Anti-Bullying Policy 9.5 Homework Policy

Policy agreed and ratified by the Governing Board

10.5 Homework Policy

Policy agreed and ratified by the Governing Board

10.6 Equal Opportunities Policy

Policy agreed and ratified by the Governing Board

10.7 Attendance and Punctuality Policy

Policy agreed and ratified by the Governing Board

10.8 Safeguarding (standing item)

Mrs Strowbridge suggested that the school invite Julian Lee from Hawkswood PRU to carry out an external review on safeguarding/ behaviour/ attendance

Action: Ms Carter

10.9 School Development Plan

Following input from Governors the SDP was received by Governors, noting that the key priorities have been identified and action plans are in place. To be monitored by the SLT and Governors

11. FEEDBACK ON SKILLS AUDIT

Governor services to send out the skills analysis to the Chair.

Action: Governors Services.

12. STANDARDS AND TARGET SETTING: Target setting Deferred to January meeting.

12.1 For governors to consider standards attained in national assessments including SATs.

Governors discussed in detail standards and schemes of work that have been put into place in order for the SLT to 'hit the ground running' in improving all our children's outcomes.

Verity presented a report providing evidence of how standards have already improved. These have been validated by our LA School Effectiveness Adviser.

Outcomes and public examinations, with agreed strategies for continued improvement.

- 12.2 Pupil Premium impact evaluations
Deferred to January meeting

13. FINANCIAL AUDIT REPORT
Confidential item

14. FINANCIAL DOCUMENTATION

14.1 Statement of Internal Control

School Business Manager will email the document to Governors to review and agree.
Action: School Business Manager/Mrs Carter

14.2 School Financial Regulations

School Business Manager will email the document to Governors to review and agree.
Action: School Business Manager/Mrs Carter

14.3 Best Value Statement (this is no longer statutory, but schools can make a statement if they wish)

School Business Manager will email the document to Governors to review and agree.

Governors noted that monthly monitoring reports need to be e-mailed by Ms Allen to the finance lead Gillian Barker, Debbie Strowbridge (Chair) and Verity Carter (HT) with LA support will monitor in-between full governors meeting.

Action: School Business Manager/Ms Carter

15. PUBLICATION OF GOVERNOR INFORMATION

15.1 School web site review

Ms Carter confirmed that the website has been updated.

15.2 Governing Board publication of information

Governor Services provided the information for the website. Governors were requested to check the details to ensure they are correct.

16. PERFORMANCE MANAGEMENT REVIEWS

Confidential item.

17. HEALTH AND SAFETY AT SCHOOL

17.1 Governors to receive a report from the Health and Safety Link Governor

Ms Allen provided the Governors with the Health and Safety Report. Governors noted discrepancies in the reports which need addressing. Mrs Peyton-Nicoll has experience of contracts and offered to review school contracts.

Ms Ross has robustly been through the report due to numerous anomalies in the report it was agreed that Ms Ross liaise with Ms Allen to ensure that the anomalies are rectified. Governors would like to thank Ms Ross for determination to ensure compliancy.

17.2 Annual Report to be completed and signed by the Executive Head Teacher/Head of School and Chair of Governors

17.3 Educational Visits

A school visit to PGL was considered for Y6 students, but it was too expensive. An activity trip to Kingswood is better value.

Governors approved the educational visit, subject to the usual risk assessments being completed

Deferred

18. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

18.1 Date of next meeting

Spring Term 2017	
Thursday 19 January	Governing Board
Thursday 2 March	Governing Board
Thursday 30 March	Governing Board
Summer Term 2017	
Thursday 27 April	Governing Board
Thursday 4 May	Governing Board
Thursday 29 June	Governing Board

18.2 Agenda items

- **Data Reports**
- **Feedback on Skills Audit**
- **Financial Documentation**
- **Staffing Structure**
- **Performance Management Reviews**
- **Health and Safety at School**

18.3 Governors' Briefings will be held on:
Wednesday, 1 March 2017
Summer term – tbc

At Waltham Forest Town Hall (Council Chambers), Forest Road E17 4JF
All Governors' Briefings to be held from 6.30 to 8.00pm (refreshments from 6.00pm).

Governing Boards are asked to avoid setting meetings on these dates to enable a representative from the governing board and the Clerk to attend.

19. ANY OTHER BUSINESS

See confidential minutes.

The meeting closed at 8.45pm

Chair: (print)

..... (sign)

Date: