

**MINUTES OF THE MEETING OF THE
GEORGE TOMLINSON PRIMARY SCHOOL GOVERNING BODY
HELD ON 13 OCTOBER 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

Headteacher

Ms Verity Carter

Parent Governor

Mrs Eleanor 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

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.3	Declarations of Interest forms to be sent to governors absent from this meeting. 3.3 DBS checks have been completed for all governors in line with statutory requirements. Governors Services to confirm.	Action: Governor Services	asap
4.2.1	Item 11.1: Ms Ross has not received the Skills Analysis form. Governor Services to re-send the form for completion.	Action: Governor Services	asap
7.4	Safeguarding (standing item): Details have been reported in the Headteacher's report. Mrs Strowbridge, will be promoting safeguarding at parents evening. Safeguarding Learning Walk will be arranged and a report will be provided to Governors at their next meeting.	Action: Mrs Strowbridge	15 December 2016

7.5	<p>Budget Review</p> <p>Mrs Strowbridge requested that the following items be emailed to all governors, for them to be able to properly analyse the data:</p> <ul style="list-style-type: none"> • Monthly Budget Monitoring report • Forecast figures and projected variances against various Cost Codes and explanation for the variance <p>It was agreed that the School Business manager will provide all support documents to Ms Ross, who will present a summary report to the governors at their next Board meeting.</p> <p>Action: School Business Manager / Ms Ross</p>	Action: School Business Manager	15 December 2016
8.	<p>Governors agreed for Ms Ross to look into creating a Social Media Policy.</p> <p style="text-align: right;">Action: Ms Ross</p>	Ms Ross	13 October 2016

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Mrs Strowbridge welcomed all governors to the meeting.
- 1.2 Apologies for absence received and accepted from Mr Alun North.
- 1.3 Apologies for absence not accepted- None
- 1.4 The clerk confirmed the meeting was quorate with 7 Governors present.
- 1.5 Notice of Any Other Business/Confidential items:
- Amendment to minutes of GB meeting 14 July 2014
 - Ratify Deputy Headteacher Appointment

2. DECLARATIONS OF INTEREST

- 2.1 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. Governors Services to confirm.

Action: Governor Services

4. MINUTES (Enclosed)

- 4.1 Governors received the minutes of the governing body meeting held on 22 September 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 Gillian Barker
Ms Ellie Ross
Mrs Maya Peyton-Nicholl
Mrs Debbie Strowbridge
Mr Warren

- Item 7.2 corrected to Read, Write, Inc.
- 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.

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

- 4.2 Matters arising:

- 4.2.1 Item 11.1: Ms Ross has not received the Skills Analysis form. Governor Services to re-send the form for completion.

Action: Governor Services

5. HEAD TEACHER'S REPORT

The Headteacher's report was tabled and governors received copies of the report, which is attached as an appendix to the minutes.

Q. It is pleasing to read and note that there is a strong focus on improving behaviour. LBWF does have one of the lowest exclusion rates, is that borough policy?

A. Yes it is borough policy, but we need to take action where necessary. Parents are supportive. Behaviour is linked to safeguarding. We need to be firm and lay down the rules.

Q. Are there any workshops for parents?

A. we are working on that throughout the school, with workshops for parents to manage behaviour and home and school.

Mrs Strowbridge suggested that the school raise safeguarding and behaviour issues at parents evening and have parents complete a questionnaire, which could then be used to organize workshops for parents.

Governors also highlighted the need to promote religious tolerance across all religions.

Ms Carter said reported that Harvest festival is being celebrated and have met with the local vicar to organise Christmas events.

Ms Carter acknowledged that improving behaviour is a priority and various strategies are used including structured times for the children, after school clubs, understanding pupils needs and training for staff. It is not a quick fix, but plans are in place for improvement in behaviour throughout the school.

Health & Safety

We are in the process of ensuring that a fob entry system is added to the door from the playground into the Year 2 corridor. We were concerned that this presented a safeguarding risk as the public could access it when the school gates were open.

This will be fitted during the half term break.

Governors noted the curriculum report.

Q. Is there any provision for Modern Foreign Languages?

A. This is being looked at for the future.

Mrs Strowbridge thanked Ms Carter for her report.

6. CHAIR'S ACTION

There was no Chair's Action to report.

7. SCHOOL ITEMS:

7.1 Nursery School Provision- Lindsay Jackson from the LA has visited the school and work is in hand. The architects have been in to look at plans for the provision. Further report will be provided to governors as to the progress made.

7.2 Teaching and Learning Review- Covered under Headteacher's report.

7.3 SATs Results
Dr Laban provided the SAT and KS1 data;

SATs:

	George Tomlinson	National Average
Reading	54%	66%
Writing	39%	74%
Maths	63%	70%
COMBINED	33%	53%
KS1		
Reading	54%	74%
Writing	54%	66%
Maths	51%	73%
COMBINED	45%	60%

Governors shared the school's disappointment at the figures and will continue to regularly monitor children's outcomes as a priority.

Q. Was the wrong curriculum being taught?

A. No, there are discrepancies in the figures. Last year the SAT figure for Writing was 81% whereas this year it was 39%

Dr Laban said that the Phonic screening and EYFS fared much better:

Phonic Screening	85%	81%
EYFS	70%	69%

Ms Carter acknowledged that the results were very disappointing and action plans are in place for improvements.

- 7.4 Safeguarding (standing item):
Details have been reported in the Headteacher's report. Mrs Strowbridge, will be promoting safeguarding at parents evening. Safeguarding Learning Walk will be arranged and a report will be provided to Governors at their next meeting.

Action: Mrs Strowbridge

- 7.5 Budget Review
Reported as a confidential item

- 7.6 Pupil Premium Funding Strategy
Dr Laban reported that the Pupil Premium report is now on the website. All staff now have a good understanding on the use of Pupil Premium and it effective usage to ensure pupil progress.

Interventions are targeted using Pupil Premium funding.
2015/2016- PPG received £190,965.

For 2016/2017 a figure of £160,000 has been allocated for PPG.

Governors highlighted the need to ensure that all pupils eligible to receive PPG are identified, as often parents are unaware of their entitlements to certain benefits, which would then have an impact on the amount of pupil Premium funding received by the school.

Governors will monitor impact that funding has on children's outcomes.

Q. Are we correctly identifying all pupils eligible for PPG?

A. We are checking records and reminding parents.

Q. Can PPG fund school trips?

A. Yes for eligible pupils.

- 7.7 Approval of Maths Teaching Programme:
Governors agreed the Maths Teaching Programme.

- 7.8 SENCO Provision
Ms Carter confirmed that the SEND provision is on the website.

- 7.9 First and Second Quarter monitoring report- Deferred to next meeting.

- 7.10 Actioned HR Support-Deferred to next meeting.

- 7.11 Pastoral Support/Learning Mentor
Noted under Confidential minutes.

- 7.12 3-5 Year Policy Cycle
Governors agreed to review the policies in line with the School Business cycle.

- 7.13 School Office Update
Noted under Confidential minutes.

- 7.14 Safeguarding Certification
Mrs Strowbridge reported that she has Safeguarding Certificate, but this will be updating.
- 7.15 Governors' Learning Walks
These are scheduled to take place on 1 December 2016.

8. REVIEW OR RATIFICATION OF NEW POLICIES

The following policies were emailed to governors to review:

- Educational Visits Policy
- E-Safety policy
- Positive Handling policy
- Complaints policy
- Accessibility Plan

The policies were duly ratified by the governors.

Governors agreed for Ms Ross to look into creating a Social Media Policy.

Action: Ms Ross

9. REVIEW GB STRATEGIC PLAN/SELF EVALUATION

Defer to review in January 2017.

10. FEEDBACK ON SKILLS AUDIT

Training Governor to report on the results of the skills analysis
Deferred to December meeting.

11. STANDARDS AND TARGET SETTING: Deferred to December meeting.

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

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

- 11.2 Any targets for 2017/2018

- 11.3 Pupil Premium impact evaluations
Deferred to December meeting

12. FINANCIAL AUDIT REPORT

Audit report is awaited. Defer to next meeting.

13. FINANCIAL DOCUMENTATION

- 13.1 Statement of Internal Control
Governors to approve the Statement of Internal Control.

- 13.2 School Financial Regulations
Governors to approve the School Financial Regulations.

- 13.3 Best Value Statement (this is no longer statutory, but schools can make a statement if they wish)
Deferred to next meeting.

Action: School Business Manager

14. PUBLICATION OF GOVERNOR INFORMATION

- 14.1 School web site review.
- 14.2 Governing Board publication of information.
Deferred to the next meeting. Governor Services to provide publication template.
Action: Governor Services

15. PERFORMANCE MANAGEMENT REVIEWS

Headteacher to report on the progress of staff reviews
Deferred.

16. HEALTH AND SAFETY AT SCHOOL

- 16.1 Governors to receive a report from the Health and Safety Link Governor.
- 16.2 Annual Report to be completed and signed by the Executive Head Teacher/Head of School and Chair. **Deferred**
- 16.3 Educational Visits
Governors are reminded of the requirement to approve the arrangements for all residential visits.
Deferred

17. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

17.1 Date of next meeting

Autumn Term 2016	
Thursday 15 December	Governing Board
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

17.2 Agenda items

- **REVIEW GB STRATEGIC PLAN/SELF EVALUATION** Defer to review in January 2017.
- **FEEDBACK ON SKILLS AUDIT** Deferred to December meeting
- **STANDARDS AND TARGET SETTING:** Deferred to December meeting
- **FINANCIAL AUDIT REPORT:** Deferred to December meeting
- **FINANCIAL DOCUMENTATION**
- **PUBLICATION OF GOVERNOR INFORMATION**
- **PERFORMANCE MANAGEMENT REVIEWS**
- **HEALTH AND SAFETY AT SCHOOL**

- 17.3 Governors' Briefings will be held on:
Wednesday, 19 October 2016 and 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.

- 18. ANY OTHER BUSINESS**
See confidential minutes.

The meeting closed at 20.15

Chair: (print)

..... (sign)

Date: