

**MINUTES OF THE MEETING OF THE  
GEORGE TOMLINSON PRIMARY SCHOOL GOVERNING BODY  
HELD ON 22 SEPTEMBER 2016 AT 6.00 PM AT THE SCHOOL**

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

**Co-opted Governor**

Mrs Gillian Barker

Mr Alun North

Mr Andrew Warren

**Headteacher**

Ms Verity Carter

**Parent Governor**

Mrs Eleanor Ross

Mrs Maya Peyton-Nicoll

Clerk to the Governors: Angela Ferdinand-Sergeant

Also present: Ms Beverley Allen – School Business Manager

Ms Lisa Collinson – HR Advisor

Dr. Matthew Laban– interim Associate Headteacher

**Summary of agreements and actions:**

| Minute reference | Formal agreements and/or actions identified  | Named person(s) for action(s) identified | Completion date  |
|------------------|--|--|------------------|
|                  | Declarations of Interest forms to be sent to governors absent from this meeting.   | Governor Services/<br>Governors          | 1 week           |
|                  | Governing body Committee establishment – Governors agreed to retain the same governors on committee and Link Governors as established last term given their new constitution status. | All / GS                                 | 1 week           |
|                  | Sub committees to review their committees' Terms of Reference  | Committee Chairs                         | 15 December 2016 |
| 3.3              | Staff Governor: Agreed that the Deputy Headteacher JD will include role of staff governor  | Dr Laban                                 | immediate        |
| 7.3              | Review of Maths programme: Ms Carter to present finding of Math programmes to Board at next FGB  | Ms Carter                                | 13 October 2016  |
| 7.6              | Pupil Premium Strategy: Ms Carter to present strategy to Board at next FGB   | Ms Carter                                | 13 October 2016  |

|      |   |                      |                  |
|------|---|----------------------|------------------|
| 10.2 | School Playing Field. School to review use of field and science area with LA. A meeting is to be arranged towards the end of Oct with Angela Ferdinand-Sergeant and Ms Carter | A Ferdinand-sergeant | immediate        |
| 10.2 | The Board agreed that Mrs Ross can look at a few creative options around the use of the field and feedback at the governors meeting on 15 December 2016                       | Mrs Ross             | 15 December 2016 |
| 15   | School Policies: a review of all school policies is to be carried out and reported back to Full Governing Board   | Ms Carter            | 15 December 2016 |
|      | Date of next meeting:   | All /GS              | 13 October 2016  |

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1. The Clerk welcomed all those present to the meeting.
- 1.2. All Board members were in attendance.
- 1.3. The Clerk confirmed that the meeting was quorate with Seven (7) Governors present.
- 1.4. Notice of Any Other Business/Confidential items  
There were a three (3) items covered under confidential items.

**2. DECLARATIONS OF INTEREST**

- 2.1. All those Governors present completed Declaration of Interest Forms and duly returned them to the Clerk for processing.
- 2.2. There were no declarations made pertaining to any of the agenda items for this meeting.

**3. APPOINTMENT OF OFFICERS**

- 3.1. Election of Chair for the academic year 2016/2017  
The Clerk welcomed nominations for the position of Chair of Governors. Ms Peyton-Nicoll proposed that Debbie Stowbridge be re-elected as Chair of Governors for the 2016/2017 academic year, this was seconded by Eleanor Ross. With no other nominations and no objections Debbie Stowbridge was duly re-elected as Chair.
- 3.2. Election of Vice-Chair for the academic year 2016/2017
- 3.3. The Clerk welcomed nominations for the position of Vice-Chair of Governors. Mr North proposed that Maya Peyton-Nicolls be re-elected as Vice-Chair of Governors for the 2016/2017 academic year; this was seconded by Ms Debbie Stowbridge. With no other nominations and no objections Ms Peyton-Nicoll was duly re-elected as Vice-Chair.
- 3.4. Staff were requested to express an interest in joining the Governing Board and as a result Dr Matthew Laban was nominated as Staff Governor and formally accepted the position of Staff Governor for the duration of his contract.

- 3.5. Governors agreed that as part of the post holder duties for this role will be that they are will be required to attend the Governing Board meetings. Staff will still be invited to express an interest in joining the Governing Board in accordance with legislation.  
**Action: to be included in JD for substantive post holder**

#### 4. GOVERNING BOARD

- 4.1. The Clerk confirmed that the Governing Board have a full composition and there were no vacancies.

#### 5. HR PRESENTATION

- 5.1. This item was addressed under confidential.

#### 6. MINUTES

- 5.1. Governors received the minutes of the governing body meeting held on 14 July 2016 and agreed these to be a record of the meeting with the following amendments

- Attendance: Eleanor Ross (Ellie) was recorded as attending and absence. Ms Ross confirmed that she was absent and sent apologies for the meeting.
- 1.3 Typographical error to spelling Mr Alun North
- 1.4 Typographical error to spelling Clerk.
- 1.4 The quorate should read five (5) governors.
- 6.9 – Premises “not sure what this means” was a question to the clerk and needs to be removed from the minutes.

- 5.2. Mrs Debbie Stowbridge signed a copy of the minutes and these were retained by the school.

#### 5.3. Matters arising:

- |                          |   |
|--------------------------|---|
| Page 2 Minute item 4     | Subject: Nursery: item still outstanding, to be included on agenda for next meeting                                       |
| Page 3 Minute item 6.2   | Vacant teaching Post. All post with the exception of the Deputy Headteacher have been appointed to for January 2017 start |
| Page 4 Minute item 6.4.3 | Subject: Pupil Premium – Item still outstanding, to be included on agenda for next meeting                                |
| Page 4 Minute item 6.9   | Subject: Premises – Science Garden - Item to be covered as part of the agenda for today’s meeting.                        |
| Page 5 Minute item 6.10  | School Journey 2017 – Windmill Hill - item outstanding.   |
| Page 6 Minute item 7     | Subject: School playing Field - Item to be covered as part of the agenda for today’s meeting.                             |
| Page 6 Minute item 9     | Subject: Behaviour Policy - Item to be covered as part of the agenda for today’s meeting.                                 |
| Page 6 Minute Item 11    | Subject: Pupil Admissions - Item to be covered as part of the agenda for today’s meeting.                                 |
| Page 8 Minute item 16    | Subject: Cycle of Business - Item to be covered as part of the agenda for today’s meeting.                                |

#### 7. HEADTEACHER’S REPORT

- 7.1. Ms Carter gave a verbal update. Elements of the update were covered under confidential items.

- 7.2. Behaviour policy is a whole school issue. Ms Carter informed the Board that she has removed “Golden Time”. The Board were advised that there is a need to have a really exciting curriculum in place and as such changes are being made to incorporate Read, Write, Ink. Ms Carter is also looking at Maths programmes such as Maths, No Problem, Singapore Maths and PA Maths for the whole school.

- 7.3. Ms Carter will be tabling Proposal for approval at next Governing Board meeting.  
**Action Ms Carter to present finding of Math programmes to Board at next FGB**
- 7.4. Staffing – Ms Carter advised that appointments had been made for an Assistant Head of Early Years, a Leader of Learning and a Deputy Headteacher from January 2017. Some staff had been rewarded by giving them more responsibility.
- 7.5. Parental engagement and communication is being reviewed. The school Newsletter and Webpage are being revamped and should be ready shortly.
- 7.6. Pupil Premium Funding Strategy is to be prepared and a more detailed update will be proved to the Governing Board at the meeting on the 13 October.  
**Action Ms Carter to present Pupil Premium Strategy to Board at next**
- 7.7. Ms Carter advised that Pupil Numbers are starting to increase. Currently the School have 531 pupils on role which is an increase in numbers from last term.

## **8. GOVERNING BOARD CODE OF CONDUCT**

- 8.1. All Governors present were requested to complete a Governing Board Code of Conduct form and duly returned them to the clerk for processing.

## **9. CHAIRS ACTION**

- 9.1. Two Freedom of Information requests have been received and it is felt that they should be referred back to the Lime trust. Letter sent to Rosalind Turner which was noted in May and June minutes.
- 9.2. Following on from today's Governors Meeting it has been identified that the School need to employ someone to look after these issues. It's impossible to run a 3FE with no support.
- 9.3. Do the Board agree that the School looking at a Traded Services to provide support in this area? The Board agreed that support can be purchased from Traded Services.
- 9.4. Ms Peyton-Nicoll asked if this was a good time to raise the creation of a Parent Council, Ms Carter expressed concern that this may be very tricky given the complexity of some of the issues the school is trying to address, it was agreed that this would be discussed later in the year.
- 9.5.
- 9.6. Ms Carter advised that a meeting with parents would be held 6 October 2016, the school to start moving forward and being positive.

**Q** - Do we have a social media policy for parents?

**A** – The school does have a policy that can be used to support this. Mrs Stowbridge and advised that she also has something that can be adapted and will circulate this to the Board.

Mrs Ross advised that there were 2 Webpage groups; Parents of George Tomlinson and Leytonstone Life, which parents are quite vocal on.

Board agreed that the policy would be reviewed to reflect parent participation.

## **10. SCHOOLS ITEMS**

- 10.1. Nursery School Provision (Lindsay Jackson)  
Item deferred to the 13 October 2016 Full Governing Board Meeting.

10.2. School Playing Field Ownership

Angela Ferdinand-Sergeant updated the Board on the ownership of the playing field. This has been reviewed previously with the School Governors and Senior Leaders. The Authority holds title to the site. The School needs to think about what it wants to do with the playing field. They cannot sell it as it is council property. Angela Ferdinand-Sergeant agreed to support school with this and will arrange to meet with Ms Carter later in the year to look at options. Ms Ross advised that she would like to come up with some creative idea to be considered.

10.3. Governor agreed to Ms Ross proposal.

**Action Mrs Ross to present options to Board 15 December 2016**

10.4. Behaviour Policy

Dr.Laban updated the Governing Board on the changes to the Behaviour Policy which the School implemented with immediate effect. The Governing Board agreed the amendments.

**Q** – Have all Teachers implemented the changes?

**A** – It is being implemented slowly and will be reviewed with teaching staff frequently, it is very inclusive.

10.5. Pupil Admissions

**Q** - Is anyone responsible for admissions within the School?

**A** – Interviews were held for an Admissions Officer but no appointment made, along with the Extended Services post. The Admissions role is being covered by the Office Manager.

10.6. The School is exploring an Apprentice - level 3 whom can support in this role, in the mean-time vacant roles are being covered with the support of agency staff.

10.7. The Board were advised that there is a new Finance Officer in post, whilst not new to schools finance they are new to this role and as such is being trained accordingly. Front desk, Veronica was covering and is now permanent receptionist.

10.8. All admission queries in relation to Early Years will be managed by the Assistant Headteacher of Early Years with office staff supporting.

10.9. Cycle of Business

The Board agreed to cycle of Business produced by Governor Services.

10.10. Teaching and Learning Review

To be deferred to the next Full Governors Board on the 13 October 2016.

10.11. SATs Results

To be deferred to the next Full Governors Board on the 13 October 2016.

10.12. Delegated Authority to the Headteacher -

This item was covered under confidential items.

**11. SKILLS ANALYSIS**

11.1. Governors informed the Clerk that papers were emailed but were not included in their packs. Agreed that the school would print and for Governors to complete and sent to Governor Services.

## 12. GOVERNING BOARD TRAINING

- 12.1. To be deferred and included as a future agenda item once the Skills Audit has been completed.

**Q** – Can we go on any training?

**A** - Yes. A majority of training is free and Governors are encouraged to undertake as much as they can.

- 12.2. Dr Laban advised the Board of the need to undertake Safeguarding training. Dr Laban has been in discussions with a company; Child Protection Company (childprotectioncompany.com) to ascertain if they meet the schools needs.
- 12.3. Dr Laban advised the Board that he is also looking into PREVENT training and will contact Shane Thompson to provide Governor Training.

## 13. GOVERNING BOARD COMMITTEES

- 13.1. Governors unanimously agreed to continue to follow the make-up of committee structures and memberships agreed on the 26<sup>th</sup> May 2016 given that they were a newly constituted governing body. This will remain until the end of the academic year
- 13.2. Governor Discipline – Governors agreed that all eligible governors form a pool for the purposes of Governor Discipline matters.
- 13.3. Governors agreed that all eligible governors form a pool for the purposes of Staff Discipline, Staff Grievance and Dismissal Appeals. It was duly noted that no staff members would be called upon to form a part of any of these panels.
- Headteacher's Performance Management – The Board agreed that Gillian Barker and Debbie Stowbridge would undertake the Headteachers Performance Management.
  - Link Governors: At the Full Governing Body Meeting held on the 26<sup>th</sup> May 2016 the following link governors were appointed and no changes have been made for 2016/17.
    - Safeguarding: Link Governors Ms Barker and Mrs Peyton-Nicoll (Single Central Records) Debbie Stowbridge Child Protection.
    - Health and Safety: Mr North and Ms Ross.
    - Educational Performance: t Mr Warren.

## 14. SCHOOL POLICIES

- 14.1. Health and Safety Policy and Intimate Care Policy have been revised and issued to Governors for comments. The policies were agreed in principle; any comments should be feedback to Dr Laban. Clerk to be sent a copy of polices for the records.
- 14.2. Dr Laban informed the Board that he felt that there were some policies missing. Board agreed that a review of all policies needs to be carried out and reported back to at the Full Governors Board Meeting on the 15 December 2016

**Action – Ms Carter to review school policies**

## 14. LINK GOVERNOR REPORTS

- 15.1. There were no Link Governors reports for this period.

## 15. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

- 16.1. Date of next meeting  
13 October 2016

16.2. Agenda items:

- Nursery School Provision (Lindsay Jackson)
- Teaching and Learning Review
- SATs Results
- Governing Body Training (for December meeting after skills audit report has been produced.)
- Safeguarding (to be a standing agenda item)
- Budget Review (paper attached)
- Pupil Premium Funding Strategy
- Approval of Maths Teaching Programme
- Animal Handling Policy

16.3. To agree the annual schedule of meeting dates

Governors agreed the annual schedule of meeting dates.

16.4. Governors Briefings will be held on Wednesday 19 October 2016 and Wednesday, 1 March 2017

16.5. Governors were informed by the Clerk that both Governors Briefings sessions will be held at Waltham Forest Town Hall (Council Chambers) Forest Road, 17 4JF from 6.30pm to 8.00pm (refreshments will be served from 6.00).

16.6. Clerk requested that governor avoid setting meetings on these dates to enable a representative from the governing board and the clerk to attend.

**16. ANY OTHER BUSINESS**

18.1. Ms Allen tabled a briefing paper on the Budget Highlight Report for the Board to review. Agreed that this will be discussed at the meeting on the 13 October 2016.

18.2. Ms Allen advised the Board that she had amalgamated the two Health and Safety reviews carried out by the Health and Safety Team and the Business Audit. There are no Reds, just Ambers and Greens. Ms Allen to circulated updated report, which indicates that a lot of work has been carried out.

18.3. Governors thanked Ms Carter and Dr Laban for all the hard work, this term will be difficult and they have hit the ground running.

The meeting closed at 20.15

Chair: ..... (print)

..... (sign)

Date: .....

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| Chair of Governors<br>Initials: |
|---------------------------------|