

**MINUTES OF A MEETING OF THE GEORGE TOMLINSON PRIMARY SCHOOL
GOVERNING BODY HELD ON THURSDAY 14 JULY 2016
AT 6PM AT THE SCHOOL**

Present: **Co-opted Governors**
Ms Gillian Barker

Local Authority Governor
Mrs Debbie Strowbridge (Chair)

Parent Governors
Mrs Maya Peyton-Nicoll
Ms Ellie Ross

Interim Headteacher (Non-Voting)
Ms Lynne Harrowel

Staff Governor
Sheila Wrack

Clerk to the Governors: Mr Ebrahim Vawda

Also present: Ms Amanda Daoud, Financial Business Support (Lime Trust)
Ms Beverley Allen, School Business Manager
Mr Brendan Plunkett, Consultant Headteacher (Lime Trust)
Mr Gerry Kemble, Head of Traded Services, LBWF
Ms Lindsay Jackson (for agenda item 4 Nursery School Provision)

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Ms Strowbridge welcomed all governors to the meeting.
- 1.2 Apologies for absence were received and accepted from Ms Eleanor Ross.
- 1.3 No apologies for absence received from Mr Arun North and Mr Andrew Warren. Governors accepted the absences.
- 1.4 The Clerk confirmed the meeting was quorate with six governors present.
- 1.5 Notice of Any Other Business/Confidential items:
 - Finance update

2. DECLARATIONS OF INTEREST

- 2.1 There were no governor declarations of interest pertaining to any of the agenda items for this meeting. Although non-voting members, Ms Harrowell, Ms Daoud and Mr Plunkett declared that they were all employees of the Lime Academy Trust.

3. GOVERNING BODY

- 3.1 The Clerk confirmed that the Governing Body has a full composition and there were no vacancies.
- 3.2 Clerk confirmed that Self Declaration Forms have been completed by all governors and are held on file by Governor Services, DBS checks were in progress for all governors in line with statutory requirements.

4. NURSERY SCHOOL PROVISION

The Chair invited Ms Jackson to give a presentation on LBWF Nursery School Provisions and its effects on the school. Ms Jackson circulated a document to governors, which highlighted:

- Falling numbers in school nurseries due to the change in the demographics of the borough and the greater flexibility that the parents have in how and where they take up their child's Free Early education Entitlement.
- Providers can offer flexible packages
- Delivered over a minimum of 38 weeks a year
- Charges can be made for additional services such as meals and optional additional activities
- A Best Fit delivery model was included in the presentation pack
- Provided details on pricing of additional services and ensuring sustainability of those services in line with cost management.

Governors discussed how best to make the provisions within George Tomlinson. The Chair said that places needed to be filled to ensure adequate funding. The plan is good and needs to be considered.

Q. How long would it take to put the provision in place?

A. That would depend on the school's capacity to put the plan in place.

The Chair said that the document and plan would need to be considered in detail. - The school must also ensure that full funding is obtained for those with SEN- this equates to an additional funding of £9 or £18 per hour, per child, depending on needs

The Chair thanked Ms Jackson for the presentation, which the governors found useful in progressing the Early Years Provisions at George Tomlinson.

Governors agreed that this should be considered again as an agenda item .

Action: Governor Services

5. MINUTES

5.1 Governors received the minutes of the governing body meeting held on 9 June 2016 and agreed these to be an accurate record of the meeting. The minutes were duly signed by Mrs Stowbridge and retained at the school.

5.2 Matters arising:

There were no matters arising that were not already on the agenda.

6. INTERIM HEAD TEACHER'S REPORT

Governors received a copy of the report from Mrs Harrowell- The report included:

6.1 Staffing

The following staff have secured work in other schools for September: Hannah Cameron and Sheila Wrack are leaving to work with Bryony Freeman in her capacity as Head of School in a Free School/Academy. Antonia Russell is leaving to begin a degree in the new academic year. We also say goodbye to Ruth Alton who is moving to take up a promoted position of Head of Year in another area. Beth Veninga is also leaving George Tomlinson and teaching for a career break.

John Pickett, Consultant Deputy Head and Jo MacDonald, Consultant SENDco both finish their temporary contracts at George Tomlinson and begin new positions in schools much closer to home in September. The school thanks all the staff for their commitment to George Tomlinson and wishes them well in the future.

After a rigorous recruitment procedure the Governing Body has recruited a substantive headteacher to the school. Verity Carter begins in September of this year. This is a crucial appointment as the school continues on a rapid improvement programme. On the 11th July Verity joined the interim senior leadership team and members of the Local Authority for a detailed handover.

6.2 Class teachers for September 2016

At the time of writing this report there are four class teacher vacancies and two additional teacher vacancies for upper Key Stage 2. In the region of 60 teachers have been observed teaching over the last term with a view to their recruitment. Further teachers are attending interviews prior to the end of the term. The school anticipates being able to be fully recruited to permanent or temporary positions for September 2016.

The new headteacher is ready to launch a recruitment drive in early September making full use of all promoted positions to secure good and better teachers for January 2017 or earlier if possible.

6.3 Teaching and Learning

4% of lessons observed were outstanding, 9% were graded Good, 57% were graded Requires Improvement with 30% Inadequate.

6.4 Standards

6.4.1 Key Stage 2 SATs 2016: Attainment By subject:

Reading 54% SPaG 65%

Mathematics 63%

Writing [teacher assessed] 39%

Overall: at GT 32.9 % of pupils reached the new expected standard in reading, writing and mathematics combined.

6.4.2 Key Stage 1 SATs 2016

| | Attainment Teacher Assessment | | | Test | |
|---------|-------------------------------|----------------|------------|--------------------|---------|
| | At expected | Above expected | At + above | Scaled scores 100+ | Average |
| Reading | 22 (27.2%) | 21 (25.9%) | 43 (53.1%) | 43 (53.1%) | 95.4 |
| Writing | 38 (46.9%) | 5 (6.2%) | 43 (53.1%) | | |
| Maths | 37 (45.7%) | 4 (4.9%) | 41 (50.6%) | 42 (51.9%) | 99.6 |

No comparative data is available for KS1; this can be provided in the Autumn Term. The Average Test Score in both Reading and Maths is below 100, the nationally expected average.

6.4.3 Y1 and Y2 Phonics Screening 2016

The Phonics test is taken by the whole of Y1. 74/82 pupils reached the expected standard [90%]. Y2 pupils who do not reach the required standard retake the test in Y2 the following year. In Y2 this year 28 pupils were retested of whom 22 now reached the standard [79%]. There are therefore 6 remaining pupils to focus on in Y3 from September.

Governors noted the results data and it was agreed that there is a great deal of work to do to make improvements as soon as possible.
Governors also questioned if appropriate Pupil Premium funding was being received to cater for the needs of those pupils?

Governors were informed that Pupil Premium eligibility is being checked for entitlement. Some parents are reluctant to apply even though they may be eligible. Governors agreed that the Headteacher should conduct a full review of Pupil Premium funding and eligibility at George Tomlinson.

Action: Headteacher

6.5 School Roll

The school's financial difficulties are exacerbated by pupil vacancies. There are currently 9 vacancies in the Nursery and 78 vacancies in the main school (Reception – Y6). These vacancies represent a large loss of income. The LA and school will do everything possible to increase numbers.

Governors to monitor

6.6 Pupil Attendance

Period: 01/09/2015 to 23/05/2016

The average attendance across the whole school was 95.8% compared to the national average of 96%.

Governors to monitor

6.7 Safeguarding

On Friday 1st July Gillian Barker, Co-opted Governor and Maya Peyton Nicoll, Parent Governor attended the school to undertake a safeguarding review. The meeting was also attended by Lindsay Jackson, EBSS, Angela Ferdinand, Estates, Claire Keefe, Lime Trust and Beverley Allen, SBM. A report will be presented to the Governing Body on the 14th July 2014. A further action plan has been written by the interim leadership team and discussed with the new headteacher ready for September 2016.

6.8 Health & Safety

The Interim Executive Headteacher has met with Lindsay Jackson, Beverley Allen and Amanda Daoud every week since half term to work as a team to address the concerns raised by the EBSS Action Plan as well as other concerns regarding the building raised by Angela Ferdinand, LBWF and the school. Good progress has been made with the urgent actions identified with further work being undertaken during the summer holidays.

6.9 Premises

Science/garden area

The fencing around this little used area will be removed during the summer holidays. This large area will then become the main playground for year one and two children. The pond area will be secured with wire meshing whilst decisions are made about the future. This will have an immediate impact on the running of the school in many ways including the option to run the lunchtime time(not sure what this means?) for each key stage at the same time which has several benefits but particularly for the delivery of the Key Stage Two curriculum.

Reception classrooms

Each reception classroom will become a separate unit with doors to the corridor being reinstated during the holidays. This again will have a massive impact on the learning environment and stop the middle classroom from being a corridor as it

currently stands. Entrance and Egress After a full review of entrance and egress by the school and the Local Authority, a recommendation for the future has been agreed. This includes.

- Closing the gates into the Reception and Year One playgrounds and reinstating the wide and main entrance on Vernon Road for both the reception and year one parents
- Nursery to continue to use their current entrance
- The small entrance to the Year One playground on Harrington Road to remain open which will help facilitate a 'one way' system and allow for parents moving to the Key Stage Two playground
- The two entrances to the Key Stage Two playground on Harrington and Vernon Road to remain. It is recommended that parents are consulted on these changes early in September with the changes beginning after half term or January at the latest.

Governors agreed, in principle, to the amendments to the reception class units, subject to the agreement of the new Headteacher Ms Verity carter.

Mrs Strowrbridge suggested that an email be sent to Mrs Carter seeking her advice.

Action: Mr Plunkett

6.10 School Journey 2017 - PGL Windmill Hill Multi Activity Centre

A provisional booking has been made for the 2017 school journey to PGL Windmill Hill Multi Activity Centre in East Sussex. The booking is for 50 pupils, who would require 6 adults; PGL recommend 3 male and 3 female staff. Dates being held are Monday 26 June to Wednesday 28 June 2017. The cost would be £209.00 per pupil. The provisional booking is held until the 22 July 2016 and there is an early booking discount available of £8.00 per pupil if the deposit is paid by the 22 July 2016. The deposit is £25.00 per pupil = £1500.00

Governors agreed, in principle, to the trip, subject to the agreement of the new Headteacher Ms Verity Carter.

Mrs Strowrbridge suggested that an email be sent to Mrs Carter seeking her advice.

Action: Mr Plunkett

6.11 School Meals

The London Borough of Waltham Forest is increasing the school meals unit charge from 1 September 2016 to 31 March 2018. The cost is increasing to £2.16. The school has not increased the cost for the last 3 years and is therefore subsidising the cost of school meals. The school currently charges £2.05. Governors are asked to agree the school increases the cost of the school meal in line with the borough cost and charges the same as the borough moving forward. This is in line with other schools in Waltham Forest. All reception, year 1 and year 2 children are eligible for a Universal Infant Free School Meal, and the school supports families with free school meal applications. The charge for staff adult meals is increasing to £2.87.

Governors agreed the increase in school meals from £2.05 to £2.16.

6.12 Deficit Budget

With maintained school budgets, the LA's published Scheme for Financing Schools applies to situations such as a school with a budget deficit difficulty. The authority cannot write off the deficit balance of any school. If an authority wishes to give assistance towards elimination of a deficit balance this should be through the allocation of a cash sum, from the authority's schools budget (from a de-delegated contingency budget where this has been agreed by Schools Forum). The Local Authority can agree a Licensed Deficit for a school, which is a planned and agreed year on year set of budgetary targets and constraints to bring the budget deficit down to at least a zero balance and elimination of the deficit. The scheme will also state the maximum length over which schools may repay the deficit, which should not exceed three years.

Recommendation: The Local Authority considers supporting the school by giving assistance towards the elimination of the deficit balance.

Mr Gerry Kemble will take the Governors proposal to the LA that they assist the school with the elimination of the deficit.

Mrs Strowbridge thanked Ms Harrowell for her report and for her help and support as an Interim Executive Headteacher.

7. HEALTH AND SAFETY RISK REPORT

The updated Health and Safety report was circulated to all governors and it formed a formal handover document to the new Headteacher who commences at the beginning of the new term in September 2016.

Governors noted the report.

8. SCHOOL PLAYING FIELD OWNERSHIP

Deferred to the next Governing Body meeting.

Action: Governor Services

9. BEHAVIOUR POLICY

Deferred to the next meeting for input by the new Headteacher.

Action: Governor Services

10. COMPLAINTS POLICY

Policy was reviewed and agreed by the Governors.

11. PUPIL ADMISSIONS

There has been some issues regarding parents having problems when contacting the Local Authority regarding admissions to the school. There are also delays in allocating places and parents have been getting mixed messages. The Chair requested Mr Kemble to raise this as issue at the LA.

Action: Mr Kemble

12. UPDATE ON HEADTEACHER RECRUITMENT

To be discussed under Any Other Business.

13. TEACHING AND LEARNING REVIEW

Mr Plunkett presented the Teaching and Learning Report, a copy of which was presented to the Governors.

The main foci for these observations were:

- Quality first teaching & subject knowledge
- Effective deployment of other adults including interventions
- Marking and presentation of children's learning - progress over time
- Differentiation of learning for all groups of children
- Use of ICT
- Learning environment
- Challenge, pace & expectations of the curriculum [2014] within the lesson

Findings from lesson observations 23 lessons were observed across EYFS to Year 6. Teaching and learning was graded as follows: The LA led in 17 of these observations:

Outstanding lessons 1 (4%)

Good lessons 2 (9%)

Requiring improvement 13 (57%)

Inadequate 7 (30%)

Recommendation:

- New schemes of work for Literacy & Numeracy
- For all staff to increase their expectations for all children
- Timetable refreshed for September 2016
- Learning is accelerated for all groups of children by effective use of other adults across the school
- Pitch & Pace of lessons/learning is increased for the more able children being given more challenging work
- Less teacher-talk - Children to work harder

Governors noted that there is a need for substantial improvement in standards and were pleased to note that training schemes are in place for the start of the new term in September, and with the appointment of a new substantive Headteacher, Ms Verity Carter are confident of rapid improvement in the Teaching and Learning at George Tomlinson.

The report was discussed with the school's Improvement Adviser at the LA and ongoing support discussions are continuing.

14. HEADLINES FROM YEAR 2 SATS AND YEAR 6 SATS.

Discussed and reviewed under Interim Headteacher's Report.

15. COMMUNICATIONS INCLUDING COMPLAINT LETTERS

Mrs Strowbridge expressed her thanks to Mrs Donna Miller, Mr Gerry Kemble and the Local Authority for their help and support over the recent difficult times.

There have been no parental complaints that have been received by the school.

The school did receive a Freedom of Information Request (FOI) which is being managed by the Local Authority.

16. CYCLE OF BUSINESS

It was agreed to defer this to the next meeting.

Action: Governor Services

17. ANY OTHER BUSINESS

17.1 School Closure over Holidays

New Site Service Officer will be starting the role on 22 July 2016. The school should negotiate with the SSO regarding maintenance of the building during the holidays and for providing access to building contractors fro scheduled building works.

Action: Headteacher

17.2 Bank Mandate

Governors agreed to the addition of the Ms Verity Carter, new Headteacher, to the school's bank mandates.

17.3 Budget

Discussed as a confidential item:

Mrs Strowbridge thanked Amanda Daoud, Brendan Plunkett and Lynne Harrowell for their help and support.

18. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

18.1 The next meeting of the Governing g Body will be confirmed in due course.

18.2 Agenda items to include:

- Nursery School Provision (Lindsay Jackson)
- School playing field ownership
- Behaviour Policy
- Pupil Admissions
- Cycle of Business
- Teaching and learning review
- SATs results

The meeting closed 20:45

Chair: (Print)

..... (Sign)

Date:

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| Chair of Governor Initials: |
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Chair of Governor
Initials: