

**MINUTES OF THE MEETING OF THE
GEORGE TOMLINSON SCHOOL GOVERNING BODY
HELD ON THURSDAY 10 MAY 2018
AT 6PM
AT THE SCHOOL**

Present: Mrs Debbie Strowbridge (Chair) Local Authority Governor

Co-opted Governor(s)

Mrs Gillian Barker
Mr Andrew Warren

Staff Governor

Ms Sadari Shakes
Ms Verity Carter – Headteacher

Clerk to the Governors: Donna Miller

Also present: Ms Chloe Alder – Deputy Headteacher

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
5.2	Action: Agenda items Governing Body Strategic Plan –December 2018	Clerk	December 2018
5.4	Action: Agenda item Resources Committee - Condition Survey report	Clerk	Autumn 2018
5.4	Action: Resources Committee meeting agenda for autumn 1 – Asset Management Plan	Clerk	Autumn 2018
7	Action: Ms Carter to contact the Headteacher at the Hawkswood Group	VC	Summer 2018
16	Agenda item – GDPR Checklist	Clerk	July 2018
17	Agenda item – Annual Governance Statement	Clerk	Autumn 2018
18.2	Agenda items Link Governors PP Impact Safeguarding section 11 Safeguarding link visit GDPR Checklist Individual School Range Governor Online Portal review Three year budget plan Policies:	Clerk	July 2018

	Parent conduct policy Home School agreement Appraisal Policy		
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1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The chair welcomed all those present to the meeting.
- 1.2 Apologies for absence
Apologies for absence were received and accepted from Ms Ross and Mr North.
- 1.3 Quorum
The Clerk noted that the meeting was quorate with five governors present.
- 1.4 Notice of Any Other Business/Confidential items
The Chair advised of one confidential item that would be raised for discussion.
The following AOB items were also noted:
 - o School Group Size
 - o Key priorities from the Ofsted report and link Governors
 - o Outcomes of meeting with SEA
 - o Attendance awards update

2. DECLARATIONS OF INTEREST

- 2.1 There were no declarations made pertaining to any of the agenda items for this meeting other than to note that Mrs Debbie Strowbridge (DS) was Chair of Governors at Oakhill School and Mrs Gillian Barker (GB) was Chair of Governors at Walthamstow School for Girls.
- 2.2 There were no declarations of interests pertaining to any of this meeting’s agenda items.

3. DECLARATIONS OF INTEREST

- 3.1 The clerk confirmed that all declarations of interest forms were in place and published as necessary.

4. GOVERNING BODY

- 4.1 The clerk advised that there was currently one parent governor vacancy. There were no terms of office due to expired before 2020.
- 4.2 There was no disqualification considerations.
- 4.3 The clerk confirmed that all governor DBS checks had been completed by all governors with details being held on file by Governor Services.
- 4.4 Ms Carter advised that there were two potential candidate for the vacancy, however having been inspected by Ofsted recently the school and governors decided to re-run the parent governor election process.

5. MINUTES

- 5.1 Governors received the minutes of the governing body meeting held on 21 March 2018 and agreed these to be an accurate record of the meeting.
Mrs Strowbridge signed a copy of the minutes and these were retained by the school. Governors noted that the phrasing around bullet three on page 2, it was agreed that the last sentence be struck from the record.
Page 4 – Social Services and the school frustrations with services, does this get passed back to the LA?
The school makes their feelings known to the LA directly; however, response from the service was limited.

Chair’s Initials:

- 5.2 Matters arising
c/fwd action 3.3 – Parent governor: this was to be discussed in minute 3.4 of this meeting.
c/fwd action 6.1 – Pupil Premium Impact Evaluation: it was agreed that this be considered in line with the budget reports.
Minute 8.1 – Governing Body Strategic Plan – Deferred to December 2018 (autumn 2) as governors would have a better overall picture of the past school year
Action: Agenda items
Minute 11 – Head teachers Report: this was an agenda item for this meeting.
Minute 16 – School Policies: these were agenda items for this meeting
Minute 17.2- Agenda items: these were listed as identified
Minute 18 – Parent Conduct: this would be discussed under confidential items.

5.3 Resources Committee meeting

- 5.4 Governors received the minutes of the Resources Committee meeting held on the 18 April 2018.

Matters arising:

Minute 3.2 – This had been issued via email

Action: Agenda item Resources Committee - Condition Survey report

Minute 3.3 – TLR payments had been progressed as agreed .

Minute 4 – 2017/2018 financial closedown report had been issued as agreed.

Minute 4.1 – the School’s ‘SIFD’ meeting had agreed a loan application, this had been approved by the Local Authority and paperwork had now been received for three year recovery plan.

Minute 5 – School Development Plan – this was a GB agenda item for this meeting

Minute 6 – School PAN update – this was a GB agenda item for this meeting

Minute 7 – Asset management Plan – Governor Services had provided information to Mrs Hart

Action: Resources Committee meeting agenda for autumn 1 – Asset Management Plan

Minute 8 – Governors noted that there would be no summer 2 Resources Committee meeting unless required.

6. SAFEGUARDING

- 6.1 Governors noted that the last link report was receive in December 2017 and agreed a link visit should be scheduled for summer in preparation of the next meeting.

Action: Agenda item – Safeguarding Link Governor report

Action: Mrs Strowbridge and Ms Barker agreed to arrange a link visit with the school.

- 6.2 Governors noted their responsibilities pertaining to the completion and checking of the school’s section 11 audit report and updates. It was agreed that this be an agenda item for September 2018, autumn 1.

Action: Agenda item – Safeguarding Section 11 Audit update

7. HEAD TEACHER’S REPORT

Governors thanked Ms Carter for her informative report, it was agreed that highlights would be noted:

7.1 Behaviour

Ms Carter highlighted that the number of exclusions was increasing; the School Leadership Team had discussed pupil behaviour within the school, the tools and techniques being applied. The leadership team would be reviewing the whole school approach to managing behaviour, parental engagement and the general need to

revise the existing home school agreement. Governors endorsed this action and agreed that parental conduct was an area for development as it was agreed that there was a need for parents to be engaged and supportive of the school, for it to be successful. Ms Carter advised that she felt support from the Local Authority in managing behaviour was lacking, governors recorded that they felt this was disappointing and asked that the Hawkswood Group be contacted to see if there is an option for support.

Action: Ms Carter to contact the Headteacher at the Hawkswood Group

Ms Carter highlighted that the behaviour of one child had improved following a meeting with the parents, the school was positive that the recent improvement in behaviour was sustainable.

Safeguarding

There was nothing to report with no referrals being made.
Safer recruitment training had been attended by the Senior Leadership Team.

Attendance

Pupil attendance was improving at 94.1%, national target was 96%.
Improving attendance remained a focus for the school with fines being issued as necessary.
Persistence absence had reduced by 2% overall, with awards being given at a ceremony on Friday 13 July at 9AM for those most improved attendance.

School Pupil Admissions Number (PAN)

The school's PAN had now been reduced as agreed by governors.
Predictions currently identified that in Early Years, there was a waiting list for September with full classes in nursery, reception year 1 and year 2. The school's spare classroom space was discussed and it was acknowledged that they would be used as an art room and a cookery room for children. Ms Carter noted that the school had also met with a representative of a lettings management service to look at the possibility of premises lettings; an outcome of this was pending.

School Budget

The Schools budget currently recorded a deficit of £139K, this had increased from our last report due to pay progression awards and the schools overall recover plan had not changed and had been agreed.

Q – Has the school factored in a 2% pay award for teaching staff, from September 2018 following suit of other public sector pay rises?

A – Not in the current predictions. If there was to be pay increase of 2% in September there would be a significant impact on all schools nationally and there was a need to keep abreast of all negotiations taking place with Teaching colleagues.

The school's Science Garden would be funded via a successful funding bid.

School Improvement Visit

The Local Authority School Improvement Advisor had met with Ms Carter as per the report issued. Ms Carter advised the board that the school was assured that the Local Authority view was that the School was doing as much as could be expected with the data presented. The school's progress was acknowledged to be a factor for consideration; it was quantified that reported achievement in KS1 was known to be inflated by a significant volume, the school was able to justify the decreased progress outcomes and these justifications were validated by the LA.

Ms Carter advised that Early Years and KS1 data was now secure and the curriculum was supportive of the progress being made in this key stage. Years 4, 5 and 6 were on-going cohorts of concern, academically. Governors noted the interventions that had been put in place for the year 6 children in preparation for SATs and thank the whole school teaching staff for their continuous efforts especially those colleagues that had committed their weekends to supporting those children.

Governors discussed the stance of the LA with regard to pupil data and agreed that as long as the school continued to demonstrate an upward trajectory that the LA should continue to support and recognise the school's improvement journey.

Pupil Data

Ms Alder highlighted the spring 2 test results as issued acknowledging that the data issued and progress scores were estimates given the previous data and progress scores.

Governors reviewed the attainment data issued: appendix A.

- Governors discussed the schools focus on Reading and Mathematics, the writing attainment wasn't as strong in this data capture and this had identified that writing needed to remain a focus alongside other areas.

Q – There are 58 pupils in EYFS, what are the data numbers representative of?

A – Percentages achieving.

- Year 4 cohort were making good in year progress, 20% Children in this cohort were SEND children; 20/70 children.

Outcomes for Pupil's eligible for premium pupil were reviewed

- Progress from reception through to Early Year was reviewed

Q – Is the presented data for year 4 and 5 legacy data?

A – Some, but not all. The school hoped to continue with the progress and attainment continued as was currently.

- Governors noted that overall Pupil Premium children achieved well and broadly in line with their peers, with the exception of years 5 and 6.
- The volume of mobility in year 2 was noted by Ms Alder, the targets were 75% and due to mobility.

Middle attaining prior group data was reviewed

- Ms Alder highlighted that Years 1 through to year 4 were progressing well.
- Years 5 and 6 data was based on the old national curriculum data. Ms Alder noted that the volume of SEND children within this group had to be removed from the school's data to enable the schools focus to be quantified.
- Ms Carter noted that regardless of the indicators and history, each and every child is looked at during progress review meetings where interventions are discussed.
- Progress was strong through the EYFS with year 6 also making significant progress in year. Writing progress in years 2 and 3 were areas for review, the school was working to rectify this to prevent a reoccurrence of the dip.
- Governors discussed the year 6 progress data and noted that this was positive and supported the schools review of impact of interventions. The school was secure in greater depth outcomes for this cohort, writing was in line with expectations however Maths was a focus for improvement; the

identified gaps lower in pupil learning journeys were hard to narrow. Ms Alder advised governors that she felt the cohort were test ready and governors recorded their thanks to the school staff in the efforts and improvement in year 6.

SEND data was reviewed as presented.

- It was noted that progress of children was strong overall.

Governors summarised that the data suggested that progress was being made by the school and pupils, it was noted that should those identified year 2 children achieve expectations once they reach year 6, that this would be very positive.

Governors discussed and acknowledged the year 4 middle attaining pupils were attaining well in the current banding, however going forward if the breadth of the band is increase from 100 to include those pupils achieving 95, this would have a negative impact on outcomes.

Thanks were expressed to Ms Carter and Ms Alder for their reports.

8. PUPIL PREMIUM IMPACT EVALUATION

This would be considered in the financial year for 2018/2019 in line with budget allocations.

9. REVIEW OF GOVERNING BODY STRATEGIC PLAN/SELF EVALUATION

This would be considered in autumn 2018

10. REVIEW OF SCHOOL DEVELOPMENT PLAN

Governors reviewed the development plan and noted that updates had been post Ofsted and that those updated specifically pertained to the three priorities identified; governors confirmed that these were costed within the plan. It was agreed that the school's one page of key priorities is added to this plan document for transparency and consistency.

Ms Carter noted that the schools auditor had visited the school and gave an example of where the plan included an impact column, it was agreed that this would be added at the next review.

11. CHAIR'S ACTION

Mrs Strowbridge advised that there was nothing to report.

12. GOVERNORS' TRAINING

12.1 Mrs Strowbridge advised the board that she had attended the Governors GDPR training session.

The clerk was requested to check whom the Link Governor was.

Action: Clerk

13. SCHOOL BUDGET 2018/2019

13.1 Governors requested that the School Business Manager be present at Governing Body meetings where finances are being considered.

13.2 Governors reviewed the school's CFR report and reviewed the checklist on the budget forms presented against the proposed budget sign off figures. Ms Barker confirmed that the Resources Committee meeting had reviewed the budget in great detail as has the SIFD group.

- 13.3 The schools income figure of £131,925 for Pupil premium was confirmed. Governors formally ratified

Outturn 2017/2018 (incl. Devolved Capital Outturn) and earmarked funding -£26,465.

School Budget Share Income for 2018/2019 as £3,040,532

Expenditure for 2018/2019 as £3,138,68

School predicted carry forward end of year balance of -£139,161..

It was recorded that this balance had been confirmed with the Local Authority and detailed within the approved recovery plan.

Governors held a vote and **unanimously agreed to the budget as presented.**

14. GOVERNOR SERVICES SLA FOR 2018/2019

Governors agreed that Governor Services be appointed as the clerk to Governors, with a Gold level SLA for the financial year 2018/19.

15. GENERAL DATA PROTECTION REGULATIONS (GDPR)

15.1 Appointment of Data Protection Officer (DPO)

Governors agreed that the school buy back DPO services from WF Traded Services.

15.2 Policies

Governors noted that the school had received model policies from the Local Authority and agreed that subject to the addition of school employee names to relevant documents, that the board agreed to approve those policies.

- Data Protection Policy
- Data Breach Policy
- Policy and Procedure for reporting of Data Protection infringements by Employees

Post meeting note: the policies above were unanimously adopted via email.

15.3 Privacy Notice

Governors noted received of this and unanimously agreed to the adoption of the privacy noticed of pupils and staff.

15.4 Guidance on the use of internet services

Governors noted that this information was pending and would be considered in the summer term 2 meeting.

Governors noted receipt of the checklist for governors as received at the recent training event, it was agreed that this be added to the agenda for summer 2.

Action: Agenda item – GDPR Checklist

16. ANNUAL GOVERNANCE STATEMENT

Deferred to autumn 2018.

17. SCHOOLS FINANCIAL VALUE STANDARD

Governors noted receipt of the SFVS from Mrs Hart and reviewed questions 8 and 9. Ms Barton advised that she had reviewed the school's pay policy and referenced page 15 of this. The schools performance appraisal status was discussed and it was agreed that this needed reviewing within the policy review cycle.

Governors unanimously agreed the responses to those questions with one amendment and the completion of the SFVS.

18. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

18.1 The date of the next meeting was confirmed as 16 July 2018 at 6PM.

18.2 Agenda items

- Link Governors
- PP Impact
- Safeguarding section 11
- Safeguarding link visit
- GDPR Checklist
- Individual School Range
- Governor Online Portal review
- Three year budget plan

Policies:

- Parent conduct policy
- Home School agreement
- Appraisal Policy

18.3 Governors requested that the Clerk produce a draft schedule of meeting dates for the academic year 2018/19.

18.4 Clerk to action – resources on Thursday

18.5 The next Governors’ Briefings was acknowledged as Wednesday, 6 June 2018

19. AOB

19.1 School Group Size

Agenda item for next meeting

19.2 Key priorities from the Ofsted report and link Governors

Governors noted that these were included within the SDP and agreed the following link positions;

19.3 Outcomes of meeting with Principal Advisor

Governors noted the report as discussed within the Head teacher’s report.

19.4 Attendance awards update

Governors noted that this was scheduled for 13 July 2018 at 9AM

19.5 Updated three year budget plan

Governors acknowledged the revised three year plan and noted the predicted in year surplus balances and the need to acknowledge that these were in year and the remaining deficits would need to be considered. Governors asked that the national funding formula be incorporated within the reports given to the board and asked that the SBM attend the next meeting to present this document.

20. Confidential item

Confidential minutes were taken.

The meeting closed at 8pm

Chair: (print)

..... (sign)

Date:

Chair’s Initials:
