

**MINUTES OF THE MEETING OF THE
GEORGE TOMLINSON PRIMARY SCHOOL GOVERNING BODY
HELD ON THURSDAY 29 JUNE 2017
AT 18:00, AT THE SCHOOL**

Present: Mrs Debbie Strowbridge – Chair

Local Authority Governor

Ms Gillian Barker – Arrived 6.10PM

Co-opted Governor(s)

Mr Alun North

Mr Andrew Warren

Parent Governor

Mrs Peyton-Nicoll

Staff Governor

Ms Sadari Shakes

Headteacher

Ms Verity Carter

Clerk to the Governors: Mrs Donna Miller

Also present: Mrs Gillian Hart, School Business Manager
Miss Chloe Alder, Assistant Headteacher

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.2	SEND Policy amendments	Mrs Hart	July 2017
4.5	Miss Carter to share information on the school's TLRs	Miss Carter	July 2017
6.2	School to request an additional audit to be completed	Mrs Hart	July 2017
7	Pupil Premium Feedback From Link Governor	Governor Services	September 2017
8.1	Complaints policy	Governor Services	September 2017
8.2	Policy Cycle (Governors' Annual Cycle of Business)	Mrs Hart	September 2017
10.2	Dissemination of the Chief School's Inspector speech	Ms Barker	July 2017
13.2	Ms Carter & Mrs Strowbridge to contact Governor Services regarding the executive Headteacher agreement	Mrs Strowbridge Ms Carter	July 2017

Chair of Governors
Initials:

13.4	Mrs Peyton-Nicoll's resignation to be actioned	Governor Services	5 days
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1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Mrs Strowbridge opened the meeting and welcomed all those present, apologies for lateness were received and accepted from Mss Barker.
- 1.2 Apologies for absence were received and accepted from Ms Ross.
- 1.3 The clerk confirmed the meeting was quorate with six governors present.
- 1.4 There were several items of any other business to be considered in item 12.

2. DECLARATIONS OF INTEREST

- 2.1 The clerk confirmed that all declarations of personal and pecuniary interest forms were in place for all governors.
- 2.2 There were no declarations to consider relating to any agenda items.

3. MINUTES OF THE LAST MEETING

- 3.1 Governors received the minutes of the meeting held on 25 May 2017 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.

Ms Barker arrived at the meeting; the clerk confirmed the meeting was quorate with seven governors present.

3.2 Matters arising

Mrs Peyton-Nicol asked if her comments on amendments to the SEND Policy could be considered. **Governors agreed that these would be incorporated** as necessary and that the policy be adopted with an amended version to be shared via Mrs Hart.

Action: Mrs Hart

4. HEAD TEACHER'S REPORT (Appendix A)

- 4.1 Governors thanked Miss Carter for her detailed report issued in advance of this meeting. Miss Carter welcomed questions on her report and offered a verbal update.
- 4.2 The Mid-day assistant restructure was underway, feedback from colleagues was that some did not understand the process and so the school are supporting colleagues as necessary in partnership with Unison. Support meetings were being held and interview schedules were being planned. The consultation had been extended by one week to enable those support meetings to take place with sufficient time for colleagues to respond as necessary.
- 4.3 Teaching and Learning report was acknowledged.
- 4.4 Building works were reviewed, Miss Carter informed governors that obtaining quotes for the library had taken some time to receive, the works would be completed on 15 and 16 July, the school would like an 'opening event' for the library and encouraged governor attendance.
- 4.5 Governors referred to the school's staffing structure and requested sight of the schools Teaching and Learning Responsibilities (TLR) structure.

Action: Miss Carter to share information on the school's TLRs

Q - There is mention of a pupil premium coordinator in your report, where is this in the structure?

Chair of Governors Initials:

A - The school inclusion manager had been approached with a view of them taking on this responsibility.

5. SCHOOL DATA (Appendix B)

Governors thanked Miss Alder for her written data report.

Governors reviewed GLD Outcomes. Miss Carter informed governors that the progress in the school was good, the report was reflective of actual true achievements, governors considered the data presented.

5.1 Year 1 Phonics

76% of children were working at expected standard, lower than the previous year – Support provision was implemented for year 2 children, children were progressing through Read Write Inc; 94% of children were now achieving the required standard. The school was pleased with the impact Read Write Inc. was having in the year group and across the school.

Governors discussed the potential need to identify those children whom join the school with a base line of 0, to enable governor visibility on those families and equip governors for probing upon an Ofsted inspection.

5.2 Year 2 Phonics

94% were working at an expected standard. The results for the current year were a significant improvement on previous years and it was expected the school would be in line with national expectations.

67% were achieving age related expected outcomes in combined reading, writing and maths.

Q – Where did the figure of 93% of pupils achieving age related expectations in science come from?

A – This was set by the previous school leadership team.

5.3 Year 6

Miss Alder informed governors that the school's teacher assessments were being presented for consideration. The school was moderated earlier in the term meaning that some of the teachers had reconsidered their assessments for grading's presented as some were lower than the benchmarked grades detailed at moderation.

Governors reviewed the combined outcomes for the year 6 cohort and acknowledged the progress being made by the school in both pupil outcomes and the outcomes for those pupil premium eligible children.

5.4 **Governors discussed** how much progress was being made by the school, the strength in teaching and the ability of the children across the school. Focused teaching meant the greater depth in English was evident. Progress was acknowledged as being as important to the attainment of the children in the school when considering the school's historical data and the level of pupils assessed when they joined the school.

5.5 **Governors noted** that once validated data had been received, if the teacher assessments were accurate that a note of thanks and congratulations needed to be sent to teaching staff and the whole school leadership team.

- 5.6 **Governors highlighted** that 93% for age expected achievements in science, year 6 was also recorded.

6. **AUDIT REPORT**

6.1 Governors received the school's audit report dated February 2017, considered in March 2017.

6.2 Governors discussed the report and **agreed that the Audit team** be asked to visit the school to conduct a further financial audit to ensure the report was reflective of the school and its financial probity.

Action: Miss Hart to request an additional audit it completed

6.3 Governors noted that the school were working to secure a draft three year plan for governors to consider once costed against the school development plan.

7. **PUPIL PREMIUM FEEDBACK FROM LINK GOVERNOR**

7.1 In the absence of Ms Ross this item was deferred.

Action: Agenda item

8. **SCHOOL POLICIES**

8.1 Complaints Policy

Governors noted receipt of the draft policy and recorded that this would be considered at the next meeting once full consideration had been given.

Agenda item: Complaints policy

8.2 Policy Cycle (Governors' Annual Cycle of Business)

Mrs Hart noted that Governor Services had shared a model document; the school was working to populate this and agreed to share this with governors.

Action: Mrs Hart

9. **SENDCO LEARNING WALK (Appendix C)**

9.1 Mrs Peyton-Nicol informed governors that she and Mrs Strowbridge had completed a learning walk around the school. Observations identified that children were willing to learn and engaged in their work. Some classes visited were considered very teacher led, where children could be more vocal at times.

One teacher demonstrated a teaching method that engaged children with SEND. Classroom streaming was evident, with areas for development in one classroom as there was a need to resource additional visual aids for lessons.

Overall there was an evident change in school culture and learning intentions were evident, behaviour was clearly improved with children engaged in their work and enjoying their learning both in class and in their playground environment.

Q – How many children with SEND /classes were observed?

A – Classes one, two and six were not observed.

10. **FEEDBACK ON RECENT OFSTED INSPECTION EXPERIENCES**

10.1 Mr Warren shared his recent experience with colleagues:

- The inspection focus was clear from the information shared upon notice of inspection

- The school's Self Evaluation Form was reviewed
- Members of the senior leadership team were met with
- The inspection focused on Data; specifically boys with good level of development, diminishing difference between boys and girls attainment
Q – Was this identifiable in the school's data?
A – In part.
- Teacher meetings were held in addition to meeting parents in the playground
- A Local Authority school effectiveness advisor is spoken to as part of the process
- A review of the single central record was completed
- Observations of teaching were conducted
- Conversations were held with children over the lunch period
- The Early Years, years 1,2 and 5 were visited
- **A meeting was held with governors and the following was discussed;**
 - Did governors know about pupil premium spending and impact
 - School data knowledge, areas for improvement
 - Review of governing body minutes and the detail of support and challenge
- Feedback was given to the leadership team following the inspection
- An area for improvement could be the teaching staff ability to be concise and confident in the delivery of data

10.2 **Governors discussed and noted** the newly appointed Chief Inspectors speech and possible changes to the inspection framework.

Action: Ms Barker agreed to share

11. SCHOOL GROUP SIZE

11.1 Mrs Strowbridge informed governors that there was a need to ensure the school group size was appropriate. It was agreed that the Resources Committee consider this at their meeting scheduled for October 2017.

Action: Resources Committee agenda item

12. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

12.1 Dates of future meetings:

Autumn 2017		
Thursday 28 September	Governing Body	18:00
Friday 13 October	Resources Committee	15:30
Thursday 14 December	Governing Body	18:00
Spring 2018		
Friday 19 January	Resources Committee	15:30
Thursday 1 February	Governing Body	18:00
Thursday 22 March	Governing Body	18:00
Summer 2018		
Friday 20 April	Resources Committee	15:30
Thursday 10 May	Governing Body	18:00

Thursday 5 July	Governing Body	18:00
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12.2 Board agenda items:

Lettings policy
 School Fund; monitoring, fund audit planning and accountability checks
 PTA, independently audited accounts report to governors

13. ANY OTHER BUSINESS

13.1 Photocopier lease

The school had become aware that there were two other agreements with the school regarding toner supplier for the photocopiers. There was a 5 year agreement, commencing 2014 for the supply of toner and liquidated assets. The school had been quoted £9,000 for the remainder of the lease agreement. Legal support had been requested by Mrs Hart with a response pending.

13.2 Executive Headteacher Support invoice

An invoice had been received by the school for the Executive Headteacher support from January – April 2016. The amount was raised as £15,000. Ms Carter informed governors that she had met with the Director of Learning at Waltham Forest and the Council had requested that the school paid for this; the school did not intend on paying this as this was a Local Authority agreement. It was agreed that Mrs Strowbridge or Ms Carter contact Governor Services to obtain a copy of the agreement, if this is unobtainable then for the School Effectiveness Service/HR to be asked as a copy must be kept on file for six year.
Action: Mrs Strowbridge

13.3 Library Donations

Mrs Peyton-Nicoll informed governors that a quote of £7,500 would be shared with Thaydons. The details of how this sponsorship could be achieved were shared and on-going.

13.4 Resignation

Mrs Peyton-Nicoll informed governors that due to family relocation that she would like to tender her resignation from the board. Governors recorded their sincere thanks and congratulations to Mrs Peyton-Nicoll and her family on their relocation and for her valued contribution and commitment to the board.
Action: Governor Services

14. CONFIDENTIAL ITEMS

14.1 There were none to consider.

There was no other business.

Governors were thanked for their attendance and participation in the meeting. The meeting closed at 19:40.

Chair: (print)

Chair of Governors Initials:

..... (sign)

Date:

Chair of Governors Initials:
