

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
GEORGE TOMLINSON SCHOOL GOVERNING BODY
HELD ON 22 MARCH 2018
AT 6.00 PM
AT THE SCHOOL**

Present: Ms Ellie Ross (Chair) Parent Governor

Co-opted Governor(s) (

Mr Alun North

Mr Andrew Warren

Staff Governor

Ms Sadari Shakes

Headteacher

Ms Verity Carter

Clerk to the Governors: Angela Ferdinand-Sergeant

Also present: Gillian Hart 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
C/F 3.3	Parent Governor Vacancy to be carried forward to the next Full Governing body meeting	VC	10/5/2018
C/F6.1	Pupil Premium Impact Evaluation to be carried forward to the next Full Governing Body meeting	VC	10/05/2018
8.1	Review of Governing Body Strategy Plan/Self Evaluation. Deferred to next Full Governing Body meeting	VC	10/05/2018
	Agenda Item: Annual Governor Effectiveness Report	Clerk	10/05/2018
11	Headteachers report: School Development Plan. SLT currently undertaking a review and a draft plan will be issued to Governors before the next Full Governing Body	VC	10/05/2018
	Agenda item: Pupil Premium	Clerk	May 2018
16	School Policies: Updated policies to be circulated to governors before the next Full Governing Body Agenda item: GDPR revised Privacy Notice	VC Clerk	10/05/2018

17.2	<p>Agenda items:</p> <ul style="list-style-type: none"> • Parent Governor Election • Pupil Premium Impact Evaluation • Review of Governing Body Strategic Plan/Self Evaluation • Review of School Development Plan • Privacy Notice 	Clerk	May 2018
18.	Parent conduct: VC to review how other schools manage this within policies and feedback to governors at the next FGB	VC	Immediate
	AW to draft a letter to Parents regarding aggressive behaviour and send to GB for review	AW	Immediate
	Date of next meeting:	All /GS	

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Ms Ross welcomed all those present to the meeting.
- 1.2 Apologies for absence were received and accepted from Debbie Stowbridge and Gillian Barker
- 1.4 The Clerk confirmed that the meeting was quorate with 5 governors present.
- 1.5 There was 1 confidential item to be discussed.

2. DECLARATIONS OF INTEREST

- 2.1 There were no declarations made pertaining to any of the agenda items for this meeting.

3. GOVERNING BODY

- 3.1 Clerk to confirm Governing Body membership
The clerk confirmed that there was currently 1 parent governor vacancy, no governors were due to come to the end of their term of office during the summer term.
- 3.4 The clerk confirmed that DBS checks have been completed by all governors and details were held on file by Governor Services

4 MINUTES

- 4.1 Governors received the minutes of the Full Governing Body meeting held on 1 February 2018 and agreed these to be an accurate record of the meeting. Ms Ross signed a copy of the minutes, in the absence of the Chair and Vice Chair and these were retained by the school.
- 4.2 Matters arising:
Governors reviewed the action summary from the minutes of the 1st February Minute 3.3– Subject: Parent Governor Vacancy to be carried forward to the next Full Governing body meeting (Minute 6.1 – Subject: Pupil Premium Impact Evaluation to be carried forward to the next Full Governing Body meeting.

Chair's Initials:

Minute item 11.1 - Validation of internal Audit. Governors were informed that a Full Audit would be carried out in May 2018.

Minute Item 21.2 Focused Data Session: This is to be arranged within the next two weeks, between staff member responsible for Data and Ellie Ross

Action: Agenda items

5. CHAIR'S ACTION

In the absence of the Chair, there were no actions to report.

6. LINK GOVERNOR REPORTS

Ms Ross advised governors that she had visited the school in her capacity of Link Governor for Health and Safety. A detailed report will be presented at the next Governing Body Meeting.

7. IT TRAINING FOR OFFICE

7.1 **Ms carter advised that** this item related to the updating of the schools website, four members of the office staff would be trained during the Easter holidays.

8. REVIEW OF GOVERNING BODY STRATEGIC PLAN/SELF EVALUATION

8.1 In the absence of the Chair and Vice Chair of governors, it was agreed to defer this item.

Action: Agenda item

9. SAFEGUARDING

9.1 Ms Carter advised the board that there were no safeguarding issues to report. A safeguarding report was noted to be included within the Headteachers Report.

10. ANNUAL GOVERNOR EFFECTIVENESS REPORT

10.1 This item was deferred to the next Governing Body.

11 HEADTEACHER'S REPORT

11.1. Ms Verity Carter, Headteacher informed Governors that she was delighted with the outcome of the OFSTED inspection which rated the school as Good. This has been a huge team effort by all involved and the school have received positive responses from parents in relation to the grading and one commented on how proud they are of the school.

11.2. Areas highlighted from Headteachers report

- Oracy – This is a key focus at the school. The children's language is not sophisticated enough. English language groups. Lots of opportunities to improve in place such as Destination Reader, P4C, Mindfulness.
- The curriculum supports this. Teachers have been asked to focus on correcting incorrect use of language. The school have been talking to the Opossum Federation about their use of LAMDA who deliver Speech Sessions in their school. There are lots of opportunities to improve being put in place through our curriculum. We are also exploring opportunities for spoken English to be taught by an external company as a club.
- English language – teachers to correct incorrect use of language.
- National Poetry Day. All year groups performed a poem in assembly.
- Attainment in Reading and Maths Ms Carter informed governors that the school had reviewed the agreed progress targets and is working closely with Year 6 to ensure targets are met.

- Maths is lower than Reading and Writing and is an area for focus VC to meet with Ogugua (Principal Advisor for LA) on 17th April to discuss progress towards targets for Y6. Rest of school progressing well towards end of year targets.
- There have been a number of new starters. However we are still experiencing a falling roll, a number are linked to movement between boroughs.
- 2 year plan 2016-2018: this is to be reviewed in the summer term. Currently the school is achieving targets set.
- School Development Plan: The Senior Leadership Team are updating the School Development Plan. This will be circulated to Governors to review before the next Full Governors Meeting.
Action: SDP to be circulated to Governors before the next FGB on 10 May 2018
- Governors were advised that the SEF would be reviewed in the new Autumn Term. It will be a more condensed document.
- Attendance: The school have terminated their EWO SLA with Norlington as it was proving ineffective. Necessary letters were not sent out and parents not challenged. The school have now appointed a new Education Welfare Officer previously at Thomas Gamuel Primary Academy. Our attendance and Welfare officer is doing an excellent job. Every week our attendance and Welfare officer meets with the Headteacher, DHT and Office Manager to look at trends and patterns of persistent absence. Letters are sent out and are having a huge impact. We are seeing a huge positive impact due to these letters. Letters are now being sent out, meetings are taking place and VC and the Deputy Head are meeting parents. Attendance is improving and Persistent Absence decreasing.
- The school's attendance, and Welfare Officer is working very hard and is supported by the Office Manager, again both are doing a sterling job.
- Approximately 100 Letters have been sent out to parents regarding persistent absence that have resulted in a huge impact in the reduction of absences.
- Attendance was discussed with OFSTED. The inspectors were satisfied with the way the school are managing this going forward. Also because of the poor performance of previous EWO, Children Missing in Education (CMEs) were not removed from the school roll, and we are therefore dealing with this backlog. We have now cleared the backlog relating to CMEs.
- Punctuality: The new regime is that all late children report via the main office and sign in on the late sheet. This has become effective and the numbers of late arrivals have reduced.
- 95.4% is the current attendance percentage. This remains an area of focus but we are confident we will get there.
- Safeguarding. The school wished to record its frustration with Social services. There is a noticeable difference with Waltham Forest Social Services when compared with other boroughs the SLT have worked in. There are a lot of vulnerable children and needy families in this area whom require extra support, the school have robust systems in place for safeguarding and staff received extra training but we do not always receive the support that we feel is necessary from the borough SS team.
- Exclusions: 1 child has been excluded for 2 days and 1 child was excluded for 1 day. This child is also at risk of a permanent exclusion.
- There are 2 families that refuse to engage with the school and their behaviour is potential a risk to other children. It is very difficult to manage if parents do not engage. VC advised that she will be presenting x3 children at the Fair Access Panel for a place at Hawkswood.
- VC informed governors that SLT are very involved with improving behaviour and it continues to be an area to address

- The school will be updating the Exclusions section in the behaviour policy for governors to agree for the Autumn Term.
- Uniform: There have been mixed views from parents regarding the change in the School Uniform and VC has held an open consultation process regarding this meeting with parents and an online survey. A decision will be made after Easter.
- The proposed uniform is white polo, navy jumper and trousers
- SSIF: VC informed governors that she had been approached some time ago by David Kilgallon to apply for SSIF funding. On closer inspection it proved to not be useful to the school at present and we politely declined.
- The school has also submitted 2 bids for Primary Challenge Funding.
- Governors were concerned that this is being managed by heads of academies and requested information around the governance of Primary Challenge Funding and how the fund is managed along with how bids are reviewed and agreed.

Action: Governors to write to DK on behalf of the governing body requesting this information.

One of the bids is to provide funding for Ogugua Okolo-Angus, the School Effectiveness Advisor; again no information has been received on the bid outcome

- Governors are concerned at the lack of transparency being displayed.
- French trip: A risk assessment has been carried out with and will be sent to the Local Authority to check.
- Fire Drill: latest drill was successful and the buildings were emptied in 2.40.
- Budget: the school currently have 164 vacancies at a cost of £3,500 each. The LA have agreed to reduce the schools Planned Admission Number in Year R and Year 1 from 90 to 60 from September 2018 for a year to support this school going forward
- The school also looked at reducing numbers in years 4 5 and 6 however this was not viable as it would push class sizes to be over 30.

12 CELEBRATION FOR STAFF AND GOVERNORS REGARDING OFSED

- 12.1. Ms Carter reminded governors that a Staff event was scheduled for Friday 23 March to celebrate the schools received OFSTED achievement.
- 12.2. Governors wished to record their appreciation to all the hard work that the school carried out and as a token of their appreciation would like to contribution towards the refreshments for the staff party.

13. PUPIL PREMIUM

- 13.1 Ms Ross advised that she had visited the school in her capacity of Link Governor for Pupil premium. A detailed report will be presented at the next Governing Board meeting.

Action: Agenda item

14 CONTEXTUAL ATTENDANCE PA INFORMATION

- 14.1 Governors acknowledged that this was discussed with the Headteacher's report

15. SCHOOL FINANCIAL VALUES STATEMENT

- 15.1 Governors were advised that SFVS for 2018/19 had been signed by the Chair of Governors and sent in to the Council's Finance Department.

16 SCHOOL POLICIES

- 16.1 ms Carter advised that the School's Equalities Policy had been reviewed and that equalities duties have been included with the Policy.

Action: Policy to be circulated to Governors before the next Governing Board meeting on the 10 May 2018.

- 16.2 Equalities Duties: addressed under item 16.1
- 16.3 Privacy Notice: to be deferred.

17. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

17.1 Date of next meeting
Thursday 10 May 2018 at 6PM

17.2 Agenda items:

- Parent Governor Election
- Pupil Premium Impact Evaluation
- Review of Governing Body Strategic Plan/Self Evaluation
- Review of School Development Plan
- Privacy Notice

18. ANY OTHER BUSINESS

18.1 Governors agreed that the Home School Policy should be amended to address this.
Action: Mr Warren agreed to look at what other schools are doing in relation to this.

Action: Mr Warren to draft a letter for the Chair to sign

18.2 Governors reiterated the need to follow through with actions that will be agreed in the revised home school policy.

Q – Are the parents in question banned from entering the school?

A – No, not a present. The threats were made via the phone.

18.3 Governors approved the purchase of the Energy deal as tabled by Gill Hart (details in Appendix A). The cost is not included in the draft budget to be heard under confidential.

18.4 Ms Ross informed governors of a Voting systems for pupils, Votes for School, which allows them to vote against a number of school items. Pupil Voice

Action: Ms Ross to review how this would work for George Tomlinson

The meeting closed at 7:15

Chair: (print)

..... (sign)

Date:

Chair's Initials:
