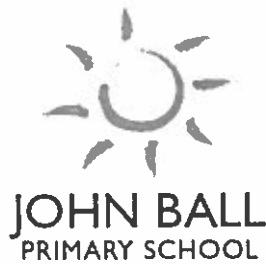


Non  
Confidential

## THE GOVERNING BODY OF JOHN BALL SCHOOL



### Minutes of a meeting of the Governing Body of John Ball School held on Tuesday 24 April 2018 at 7pm

#### Attendees

1. Rachel Austin
2. Vanessa Amuah
3. Ian Blight
4. Mathew Fields
5. Nina Hodges
6. Sandrine Marionville-Jaines
7. Catherine Mulcahy
8. Dame Erica Pienaar Chair
9. Jarlath Pratt
10. Michael Roach Headteacher
11. David Roderick
12. Maria Valkova
13. Tom Weddell
14. Linda Yue

#### Also present

1. Julia McCrossen Headteacher
2. Stephen Mitchell Acting Deputy Headteacher (from September 2018)
3. Jacqui Noakes Deputy Headteacher
4. Leona Eley Clerk

#### 1. APOLOGIES AND DECLARATIONS OF INTEREST

Governors welcomed Nina Hodges, new parent governor, to the meeting. The Chair said that she would contact Nina after the meeting and arrange a catch up with her and Maria Valkova, who is also new to the Governing Body.

#### Action: Chair

Apologies were received and accepted from Angela East and Steve Cummins.

There were no declarations of interest.

## **2. MINUTES OF THE LAST MEETING AND MATTERS ARISING**

### **a) To approve the minutes of the last meeting held on 16 January 2018**

It was **RESOLVED** to approve the minutes of the meeting held on 16 January 2018 and to sign them as a true record of the meeting.

### **b) Matters arising from the meeting held on 16 January 2018 not included elsewhere on the agenda**

#### **i. Maximising the use of Learning Ladders**

Work is ongoing to ensure that the impact of Learning Ladders is maximised.

#### **ii. EHCP Plans turned down by Lewisham: update**

Jacqui Noakes provided an update. John Ball children now have a designated caseworker at Lewisham and this is assisting the process. Three Educational Healthcare Plans had recently been approved and a further four are going through the process.

All other actions were completed or included elsewhere in the agenda.

### **c) To approve the minutes of the extraordinary meeting held on 20 February 2018**

It was **RESOLVED** to approve the minutes of the meeting held on 20 February 2018 and to sign them as a true record.

## **3. PRESENTATION FROM PE LEAD**

Anna Townsend, Sports Lead, had attended the meeting that evening to provide an update on the sporting offer and after school club offer at John Ball.

### *After School Club offer at John Ball*

Governors had noted at the previous meeting that the After School Club (ASC) offer at John Ball was heavy on football. Anna Townsend had looked back over the last four years of clubs offered and uptake. Anna's view was that when a more diverse offer of ASC had been made, these had proved difficult to fill. Clubs need to be viable to run. There are also certain limitations imposed in terms of space for sports and other activities. For example, the main hall is taken up with offering wrap around care. Nonetheless, the After School Club offer at John Ball is intended to offer a variety of sports to children.

**Michael Roach asked Anna if she had spoken to other schools to gain a sense of their ASC offers?**  
No, but Anna would do this. Kilmorie and Brindishe Green would be good primaries to make contact with.

**Rachel Austin asked about the swimming galas run by Saxon Crown. Are these limited to children who already swim competitively out of school?**

These are Saxon Crown's rules.

### *Sporting Offer and Sports Premium*

**Michael Roach asked if there is anything further that the school could do to ensure that all children are being offered the chance to take part in sport?**

One area to start with could be to ask the children themselves what they want, perhaps through a survey.

**Michael Roach asked is Anna Townsend ensuring that the Sports Premium funding is being spent effectively and also to upskill teachers?**

PPA cover would need to be looked at carefully if teachers are to be allowed further time out of class to "team teach" alongside sports coaches. It is possible that through the use of sports coaches, teachers can feel de-skilled. It was agreed to consider how the sporting CPD can be disseminated to the wider staff body.

Anna was thanked for attending the meeting.

#### **4. GOVERNING BODY MATTERS**

##### **a) To review committee membership for Personnel and C & F**

Any governors who are interested in joining either the Personnel or Co-Ordinating and Finance Committee is asked to contact the Chair.

**Action: All governors**

Nina and Maria were both invited to attend the committees to see if they wished to join.

**Action: Clerk to extend the invitations**

**Ian Blight asked about the re-establishment of a Curriculum and Standards Committee to meet and consider data, progress and attainment more closely?**

This is under consideration. One option might be for Steve Cummins to lead this committee as it would fit in with his professional occupation. Governors would receive a further update at the July Governing Body meeting.

**Action: Clerk to note**

Prior to this, the Curriculum and Standards committee would be discussed further in C & F Committee.

**Action: Clerk to note**

##### **b) Future Chair of Governors job description: update**

Governors had received an updated job description for the Chair of Governors. Governors were asked to let the Chair know if anything is missing from the description.

**Action: All governors**

**David Roderick asked, is a background in, or experience of, education essential?**

The Chair replied that chairing skills are essential as agendas are often detailed and there is a need to ensure that all governors are given time to make contributions. A background in education would be of benefit but is by no means essential. The Governing Body can gain access to educational expertise easily.

The Chair said that there is a wealth of different experience held by the current governors and she did not wish to presume that the future Chair is not already a member of the Governing Body. Internal candidates could be given an opportunity to chair during the 2018/19 academic year.

Interested governors should send the Chair an email within two working weeks. The email should contain ten bullet points stating why the prospective candidate feels they would make a good Chair.

The Chair would send a reminder email to include all governors and in particular Angela East and Steve Cummins who were not present at the meeting that evening.

**Action: Chair**

Information from the prospective candidate's emails would be shared with the rest of the Governing Body and the matter would be discussed again in July 2018.

**Action: Clerk to note**

If there is not an internal candidate, then the Governing Body would look externally for a candidate via networks and contacts.

**c) SEND Link Governor report**

Sandrine Marionville-Jaines' report would be circulated and discussed at the meeting in July 2018.

**Action: Clerk to note**

**5. HEADTEACHER'S REPORT**

**a) School roll**

There are currently 605 children on roll.

**b) Attendance and punctuality update**

Attendance as of December 2017 for the whole school stood at 96.5%. This is set against a target of 97%.

This did represent a slight dip. Staff are working hard to ensure that attendance levels meet that of the target.

However, when attendance of years 1 – 6 is taken, the figure rises to 98.1%.

**c) SEN update**

Governors received the following update. A new AHT for Inclusion has been appointed to start in September. Plans are being made to ensure fast and efficient handover is undertaken to reduce impact on children and families with SEND.

Two KS1 pupil have been successful in securing an EHCP assessment, one through mediation after appealing the LA's decision.

One pupil with an EHCP has left the school due to re-location.

John Ball is currently working with one family to secure a EHCP needs assessment with a view to securing a place at a Lewisham special school.

The Therapy team is now five strong and 22 children are now receiving therapeutic support in school with very little cost to the school.

**d) Premises update**

A detailed report was contained within the Headteacher's report.

There is damp in the Key Stage 1 corridor. The school had requested a specialist damp survey. Depending on the outcome of the survey, there may need to be an investment of money to repair this.

**e) Staffing update**

A music teacher and a modern foreign languages teacher, who at present cover teachers' PPA, are both due to leave John Ball at the end of term.

**Vanessa Amuah asked about plans to replace the French teacher?**

The role would be covered internally. It may be that a cover supervisor role would be recruited to. There would still be a modern foreign languages offer to children.

Tom Weddell had secured a promotion and would also be leaving after the summer. Governors congratulated Tom on his promotion.

**f) Finance update**

This is covered by the C & F Committee update below.

**g) Online safety incidents**

Governors received a report on online safety incidents.

A letter was sent to parents of pupils in year 5 and 6 about use of WhatsApp. There was also an assembly held about sending inappropriate messages to others.

**h) Teaching and Learning**

100% of teaching is judged to be good or better and 60% is considered to be outstanding.

Challenge Partners had not visited due to snow. The review had been rescheduled for June 2018. Governors would receive a report in July 2018.

**Action: Clerk to note**

**i) Fire drills / Invacuations / Evacuations**

Invacuation drill held 2 February 2018. Lessons learnt would be implemented.

Fire drills held on 2 January 2018 and 3 February 2018. Both times the school was evacuated well within statutory timeframes.

**6. PUPIL PROGRESS AND ATTAINMENT: UPDATE**

Governors had received an update on data for year groups with the agenda papers.

**Ian Blight said that there are a lot of acronyms.**

A guide would be provided for next time.

**Action: Headteacher**

*EYFS*

The cohort continues to be on track to attain the 80% Good Level of Development.

The Pupil Premium group are attaining high outcomes and in some areas of the curriculum are attaining 100% , which is above 'ALL'.

Where there are concerns, the EYFS team are working to address gaps through early intervention.

*Key Stage 1*

The Y1 and 2 learners are making good progress towards the expected Reading, Writing and Maths 80% end of year outcomes.

The children in Y1 and Y2 who are underperforming have been identified and are receiving interventions.

**Vanessa Amuah asked how this is being addressed?**

Vocabulary is key. This can be boosted through working with parents and children in the Nursery before children come up into KS1. It is more than encouraging reading with your child, although reading is crucial.

It was noted that the percentage of children making more than expected progress is lower than the 40% milestone contained in the School Improvement Plan.

**Rachel Austin asked why this is?**

The younger the learner, the harder it is to demonstrate complete evidence of the skill. It can mean that teachers are cautious to grade pupils as achieving greater than expected.

*Key Stage 2*

**Ian Blight asked about year 4 and greater depth in maths?**

Year 4 is a year group that is commanding attention. Progress is good even if greater depth looks low. This year group would continue to be closed tracked and progress monitored.

Year 6 attainment is in a strong position for achieving the predicted end of year attainment. Maths is slightly lower but is still in a positive position.

*Progress for Pupil Premium children and SEND children*

Information for Pupil Premium and SEND children, their progress and attainment was also provided.

It was agreed that greater narrative would be useful. This would be something that a Curriculum and Standards Committee could look at.

**7. SCHOOL IMPROVEMENT PLAN: UPDATE**

Governors had received an update on the School Improvement Plan with the agenda papers.

There were no further governor questions.

**8. REVIEW OF GOVERNANCE**

Governors had received a report on the outcomes of the review of governance. Governors discussed how best to monitor and implement the findings.

It was agreed that there would be a standing item on the C & F Committee agenda.

**Action: Clerk to note**

Section by section, the report's findings would be considered. There would be regular updates to the Governing Body on a termly basis.

**Action: Clerk to note**

There would also be further consideration given at the Governors' Away Day at the start of the academic year.

## 9. COMMITTEES

### a) Update from the C & F Committee: 16 March 2018 & 17 April 2018

#### i. 2017/18 budget update

The C & F Committee had reviewed the 2017/18 budget when it met on 17 April 2018. Draft balances would leave a capital balance of £2609 and an uncommitted revenue carry forward of approximately £74,000.

#### ii. 2018/19 budget and three year budget plan

The C&F Committee had reviewed and approved the 2018/19 budget and three year budget plan.

Three year budgets have been provisionally set within the funding allocated but with two of the three years having less than the recommended 1% contingency.

#### Ian Blight asked how the positive financial situation was achieved?

The Chair said that full credit for excellent budget management should be given to the School Business Manager and school leadership team. Difficult decisions had been made in a timely manner. Expanding the school to four forms of entry was crucial in obtaining increased income.

#### Nina Hodges said that parents may appreciate knowing more information about the school's financial position and it could possibly bolster more donations?

Parents had been written to previously on this matter but it would be considered again, possibly for September 2018.

#### iii. GDPR update

Governors were advised that the first visit from the Lewisham Data Protection Team took place on 19 April 2018. John Ball had bought into the Data Protection SLA and the enhanced SLA that provided a Data Protection Officer.

The School Business Manager is working towards GDPR compliance. This includes personalising privacy notices, reviewing confidentiality agreements and data protection policies.

#### iv. EDF billing update

Electricity budgets moving forward are less. Further investigation is required to establish why bills have increased with EDF.

#### v. To approve the Financial Procedures

It was **RESOLVED** to approve the Financial Procedures.

#### vi. Other matters

There is now an appointed officer at Lewisham to assist schools with the Apprenticeship Levy. The Clerk would review the policy schedule to ensure that the policies flow via the committees as much as possible, in order not to overload the main Governing Body agendas.  
Action: Clerk

### b) Update from the Personnel Committee: 16 March 2018

**i. Update on Leadership Recruitment**

Jacqui Noakes was congratulated in her formal appointment as Deputy Headteacher. Jacqui Noakes would be acting into the role of Headteacher of John Ball when Julia McCrossen leaves at the end of the summer term.

Stephen Mitchell was congratulated on his appointment as Acting Deputy Headteacher from September 2018.

**ii. Update on the Shadow Structure**

Governors were reminded that an Assistant Head (Inclusion) had been appointed.

Other positions and roles within the staffing structure would be recruited to over the coming weeks and a full report on staffing would be given at the July Governing Body meeting.

**Action: Clerk to note**

**iii. To confirm that the Staff Recruitment Policy was agreed by the Personnel Committee**

This was NOTED.

**iv. To confirm that the Staff Attendance Policy was agreed by the Personnel Committee**

This was NOTED.

**c) Update from the Pupil Premium Working Group**

An update would be given at the next meeting.

**10. SAFEGUARDING AND HEALTH AND SAFETY**

**a) Matthew Fields' Termly Safeguarding Link Governor Report**

A safeguarding report, undertaken by Safeguarding Link Governor Matthew Fields, had been circulated in advance of the meeting.

Matthew Fields was thanked for his report and there were no further questions.

**b) Update on the Single Central Record**

The Single Central Record had been checked and was found to be complete and up to date.

**c) To confirm that all governors have a valid DBS**

This was confirmed.

**d) To confirm that the Health and Safety Link Governor report was returned to Lewisham on time**

This was confirmed.

**11. UPDATE ON GOVERNOR VISITS**

**a) Visit reports from Angela East**



Governors had received a visit report from Angela East. Angela was thanked for this.

**12. UPDATE ON GOVERNOR TRAINING**

There was no update on any governor training.

**13. ANY OTHER BUSINESS**

**a) Friends of John Ball**

A ticketed fundraising event at the Greenwich Yacht Club had been arranged for 12 May 2018. Governors were encouraged to attend.

**b) Parent Survey**

A parent's survey had been conducted. Results were in the process of being analysed and would return to the next meeting.

**Action: Clerk to note**

There would be feedback to parents and parents would be thanked for completing the questionnaire.

**14. DATES FOR MEETINGS IN 2018**

The following meeting dates in 2018 were NOTED:

Committee dates	Governing Body dates – all 7PM
20 June 2018 at 10 am Personnel 20 June 2018 at 11 am C & F	Tuesday 17 July 2018

Chair Erica Fenwick Date \_\_\_\_\_