

THE GOVERNING BODY OF JOHN BALL SCHOOL



Minutes of the governing body meeting held on Tuesday 11 October 2016 at 7PM.

**Present**

Rachel Austin  
Ian Blight  
Steven Cummins  
Angela East  
Sandrine Marionville-Jaines  
Catherine Mulcahy  
Dame Erica Pienaar (Chair)  
Jarlath Pratt  
Michael Roach (Headteacher)  
Tom Weddell  
Linda Yue (Vice Chair)

**Also present**

Leona Eley (Clerk)  
Julia McCrossen (Deputy Headteacher)

**1. APOLOGIES AND DECLARATIONS OF INTEREST**

Apologies were accepted from Bev Hards, Cassie Kiely, Vanessa Amuah and Matthew Fields.

The Headteacher would speak to Ms Hards about whether she wished to remain as a staff governor. Ms Hards, for family and personal reasons, had been unable to attend a governing body meeting in the 2015/16 academic year.

**Action: Headteacher**

There were no declarations of interest.

Governors were asked to complete the register of business interest form and return it to the clerk at the end of the meeting. Alternatively, a scanned, signed version could be emailed to the clerk following the meeting.

**Action: All governors**

**2. MINUTES OF THE LAST MEETING HELD ON 18 JULY 2016**

Although there were no amendments to the content of the minutes of the governing body meeting held on 18 July 2016, there was a suggestion that the discussion on future options for John Ball School should be moved into the confidential section of the minutes.

The clerk would do this and present the 18 July 2016 minutes for signature at the next meeting.

**Action: Clerk**

**3. MATTERS ARISING**

Most of the matters arising from the meeting held on 18 July 2016 had been completed.

Those that had not been would be covered within the main body of these minutes.

**4. TO AGREE THE BUSINESS FOR THE MEETING**

The business for the meeting was agreed as set out in the agenda.

**5. TO ELECT A CHAIR AND VICE CHAIR FOR 2016 / 2017**

The clerk took the chair for this item.

(i) It was **RESOLVED** to agree the election procedures which were:

- Nominations would be taken at the meeting, or where possible, governors would be invited to forward nominations to the clerk before the meeting if they wished to do so.
- Any governor standing for election must withdraw while the item is under consideration.
- Single nominations would automatically be elected
- In the event of more than one nomination there would be a vote by secret ballot.
- The term of office for the chair and vice chair would be one year
- The clerk would take the chair for the election of the chair

(ii) **To elect a chair to serve from autumn 2016**

Rachel Austin nominated Dame Erica for the role of chair and Ian Blight seconded this.

Dame Erica said that she would be content to serve as chair for the 2016/17 academic year.

Dame Erica left the room whilst her appointment was considered.

It was **RESOLVED** to appoint Dame Erica to serve as chair of the governing body until the first meeting of the autumn term 2017.

Dame Erica returned to the meeting and took the chair.

(iii) **To elect a vice chair to serve from autumn 2016**

It was noted that Linda Yue, whilst still keen to serve as a governor, and willing to serve as chair of the Personnel Committee, wished to stand down from the role of vice chair.

Ms Yue gave governors a brief description of the role of the vice chair.

No governor came forward as a candidate to replace Ms Yue.

Therefore it was agreed that Ms Yue would serve as vice chair for one further term. During the autumn term, a replacement vice chair would be sought and governors were asked to again consider taking on the role of vice chair. There was a brief conversation to clarify the role and expectations of the Vice Chair.

**Action: All governors**

A new vice chair would be appointed at the January 2017 governing body meeting.

**Action: Clerk to list**

## **6. GOVERNING BODY MATTERS**

### **a) Co-opted governor vacancy**

Governors had been asked to consider if they knew of any person who might be a suitable candidate for co-opting on to the governing body. The chair was keen that a person with a background in education be considered. The chair would make enquiries and update governors further at the next meeting.

**Action: Chair and clerk to list**

### **b) Parent governor vacancy**

It was noted that Louise Atkins had decided to leave the governing body. Circumstances would make it difficult for Louise to attend future governing body meetings.

Louise Atkins was thanked for her service to the governing body.

The Headteacher would arrange for a parent election after the October half term holidays.

**Action: Headteacher**

A further update would be given at the next meeting.

**Action: Clerk to list**

### **c) To review the list of Link Governors and make any necessary appointments**

Governors had been sent a list of the current link governors. These were:

Safeguarding including health and safety – Matthew Fields

Looked After Children - Sandrine Marionville-Jaines

Special Educational Needs - Sandrine Marionville-Jaines

Dame Erica would become pupil premium link governor.

Other governors would link to sections of the school improvement plan, when it was covered later in the meeting.

The clerk would update the membership list for link governors.

**Action: Clerk**

## **7. THE HEADTEACHER'S REPORT**

The Headteacher's report was circulated in advance of the meeting.

### School roll

Vikki Amner was thanked for her great work in ensuring that as many pupils as possible were on the school roll on the day of the census and for her excellent work generally in managing the school roll. 578 children were on the school roll in total. The new Reception classes would be full when one child, who was deferring entry until January 2017, joined the school.

It was noted that Julie Joyce had joined the local authority's working group to consider the implications of the Government's thirty hour nursery provision entitlement. A report would be given to the governing body in January 2017 about this.

**Action: Clerk to list**

### Disability and Special Educational Needs (DSEN) Information Report

It was noted that it was an annual requirement for the school to produce a Disability and Special Educational Needs Information Report. This report was akin to a review of how the school supported children with disabilities and special educational needs.

The DSEN Information report was circulated to governors and included within the Headteacher's report. The report was structured by way of a series of questions and answers.

Governors **NOTED** the contents of the report.

It would be placed on the school website.

**Action: Vikki Amner**

### Midyear finance update

This is included within the Coordinating and Finance update section of these minutes.

### Update on premises

Governors received an update on premises within the Headteacher's report.

It was noted that there was a new premises manager.

**Ian Blight asked about the accident involving a child who had broken an elbow through using the monkey bars in the school playground. Since the accident, the bars had been lowered. Was lowering the bars the correct course of action?**

It was noted that some children had complained about the fact that bars had been lowered. Some felt that that the bars should have remained at their original height to enable the children to assess how to manage risk but the decision to lower them was taken as a safety precaution.

**Dame Erica asked about the fact that the fire drill was taking place towards the end of the first term. Would Reception children, new to the school, know about the evacuation procedures should a real incident involving the fire alarm take place before the drill?**

The response was that class teachers had already talked children through the evacuation procedures so that they were aware of what was expected and what would happen. Children followed their class teacher during evacuations and so if a real incident had occurred before the drill, children would still be evacuated safely.

**Sandrine Marionville-Jaines asked about children who did not understand English very well, how would they know about the evacuation procedures?**

This applied to very few children. All children would be led out safely and visual clues were used.

### Staffing

There were no staffing matters to report.

### The School Improvement Plan 2016/17

Governors had received a copy of the John Ball School Improvement Plan for 2016/17 as this had been circulated with the agenda papers.

Catherine Mulcahy commented that the document was good, but it could be easier to navigate for the reader. Ms Mulcahy's suggestions would be taken on board for next year.

For 2016/17 there would be four strategic aims:

1. To continue to develop the curriculum across the partnership in line with national developments, to ensuring that it is highly engaging, creative and relevant to the local, national and global community in which we live.

2. To establish John Ball as a centre of learning and teaching excellence where all learning and teaching is consistently good and the vast majority is outstanding.
3. To ensure that pupil achievement remains well above national average for all pupil groups and that "in school" gaps between them continue to close.
4. To continue to develop and embed high quality leadership structures which have significant impact on learners' achievements.

The 2016/17 school improvement plan featured six targets:

**Target 1: Assessment**

To continue to develop the school's assessment system to ensure that all staff have an accurate picture of pupil attainment and progress, linked to planning, including wider achievements and opportunities.

**Ian Blight and Dame Erica were assigned to this target.**

**Target 2: Mathematics**

To further develop the maths curriculum to ensure arithmetic and reasoning are being taught consistently throughout the school.

**Rachel Austin and Catherine Mulcahy were assigned to this target.**

**Target 3: English**

To improve the teaching of reading across the school thus raising pupil achievement across all year groups.

**Steven Cummins and Angela East were assigned to this target.**

**Target 4 Curriculum: PSHE**

To review the PSHE curriculum across all phases to ensure that there is a clear focus on relationships education across the school.

**Linda Yue was assigned to this target.**

**Target 5: EAL**

To review the provision and strategies for supporting the learning of EAL pupils thus raising their achievement.

**Sandrine Marionville-Jaines was assigned to this target.**

**Target 6: Future options for the school**

To further develop the leadership of the school by reviewing the White Paper "Educational Excellence everywhere." and establishing a clear strategic plan for John Ball's role in this.

**Dame Erica was assigned to this target.**

There were also plans within the school improvement plan for each Key Phase; early years, key stage 1 and key stage 2 and other core subjects such as science.

**Update on academic attainment and pupil progress for 2015/16 against the national / Lewisham context**  
Governors had received a full set of attainment data for 2015/16 at the July 2016 governing body meeting.

The Government had published national progress results in September 2016.

Schools could be measured on either (i) exceeding the Government's floor target of 65% of children achieving an expected level in combined reading, writing and maths, or, (ii) exceeding the Government's set progress measure.

<b>Government's national progress measure</b>	<b>John Ball results</b>
Reading -5	2
Writing -7	3.1
Maths -5	1.5

○ This placed John Ball well above the Government's national progress measure.

Governors would look again at John Ball's results when Raise Online was available. This would be included on the agenda for the January 2017 governing body meeting.

**Action: Clerk to list**

The Headteacher reported that Lewisham had not published data for each Lewisham primary school this year. Instead, schools who wanted this information were being asked to sign up to a Data service level agreement. Data for all schools would be available via Raise Online. Training on Raise online would be available on 31 January 2017.

**Steven Cummins asked, was John Ball's attainment and progress improving over time?**

The response was that it was very difficult to know from this year's results because the entire assessment system had changed and the testing system had also been much more difficult. Ofsted would continue to consider school results data, year on year from 2014.

The annual parent / carer and staff questionnaires

(i) Parent

○ The results from the parent questionnaire had been circulated to governors. A number of parents had taken the time to comment on the questionnaire.

The key issues were around how well informed parents felt they are in terms of the progress their child is making. It was noted that this is part of the 16/17 SIP.

An online survey tool might generate more responses and this would be considered for next time.

(ii) Staff

The results from the staff questionnaire would be reported on at the spring 2017 meeting.

**Action: Clerk to list**

To agree the timing of PE and PP impact statements

These would be considered by the governing body in January 2017.

**Action: Clerk to list**

John Ball: Vision and Values

Governors had received the John Ball vision and values.

These were commended by the governors.

## **8. UPDATE ON FUTURE OPTIONS FOR JOHN BALL SCHOOL**

This update is contained within the confidential section of these minutes.

## **9. UPDATES FROM THE COMMITTEES AND WORKING GROUPS**

### **(a) Coordinating and Finance Committee**

Minutes from the C & F Committee held on 4 October 2016 had been circulated with the agenda papers.

It was noted that, half way through the financial year, the budget was going to plan and any adjustments at this stage were relatively minor. The school business manager and the Headteacher were praised for the detailed work which took place when the budget was set

### **(b) Personnel Committee**

It was noted that the Personnel committee was due to meet on 20 October 2016 and a report following this meeting would be given to the January 2017 governing body meeting.

**Action:** Linda Yue

### **(c) To approve the terms of reference for of the committees**

Terms of reference from the two committees were contained within John Ball School – a Policy for Governing. It was noted that there were still some references to the Partnership with Torridon and these would be removed. With this proviso, it was **RESOLVED** to approve the terms of reference for the Coordinating and Finance Committee and the Personnel Committee.

## **10. SAFEGUARDING UPDATE**

### **(a) Matthew Fields to give a termly update on the single central record**

Due to an injury, Matthew Fields had been unable to visit the school to check the single central record. This would be reported on in January 2017.

**Action:** Clerk to list

To compensate for the fact that Mr Fields could not check the single central record, this term the Headteacher had checked the single central record in conjunction with two members of staff, Vikki Amner and Jacqui Noakes. The record was in order in the main however a list of actions had been sent to Matthew. This will be reviewed again in Autumn 2. Governors were listed on the single central record and all had a DBS check.

### **(b) To report on any safeguarding training undertaken by governors or staff**

Governors had all received a link to Prevent training last term.

Governors were requested to send their certificates in to the school so that they could be kept on file.

**Action:** all governors

Governor safeguarding training had been arranged for 8 November 2016 from 7pm – 9pm. All governors were recommended to attend.

**Action:** All governors

The January 2017 inset day to be held on 2 January 2017, was also set aside for safeguarding training (PM Session) and again, governors could attend this if they wished.

### **(c) Department for Education Guidance on Safeguarding: Keeping Children Safe In Education**

Governors had received the updated Department for Education guidance *Keeping Children Safe in Education*. The main areas for governing bodies to note were;

- That there should be a nominated governor who is responsible for the school's safeguarding arrangements – this was Matthew Fields

- That all governors are familiar with the guidance and receive regular reports on safeguarding – governors at John Ball had been sent the guidance, each time the governing body met, there was an agenda item devoted to safeguarding
- That the school's safeguarding policies and procedures are updated to comply with the new guidance – the Headteacher confirmed this
- That all staff have read the DfE guidance and have received safeguarding training – the Headteacher confirmed this

## 11. POLICY APPROVAL

### (a) To approve the Financial Procedures

Ian Blight said that he had some comments to make about the Financial Procedures. Mr Blight would discuss these with Julie Joyce. If necessary, the Financial Procedures could be amended following this discussion.

In the meantime, it was **RESOLVED** to approve the Financial Procedures.

### (b) To approve the Asthma Policy

This had been sent to governors in advance of the meeting. It was **RESOLVED** to approve the Asthma policy.

### (c) To approve the Medical Conditions Policy

This had been sent to governors in advance of the meeting. It was noted that staff who worked with children who were susceptible to illness or who had reduced immunity could ask at their GP surgeries for flu jabs, should they wish to.

It was **RESOLVED** to approve the Medical Conditions Policy.

### (d) To approve the Anti-Bullying policy

This had been sent to governors in advance of the meeting.

It was **RESOLVED** to approve the Anti-Bullying policy.

### (e) To approve the new Lewisham Model Pay Policy

This had been sent to governors in advance of the meeting. It was noted that a great deal of work had taken place earlier in the year to personalise the Lewisham model policy for use at John Ball. It would be a shame to lose these amendments in approving a new Lewisham model policy.

**Catherine Mulcahy asked how this version of the pay policy differed from the previous version?**

A task would be to compare the two policies and pick out any new additions ready to include them in the John Ball policy.

**Action: Headteacher**

It was **RESOLVED** to re-approve the Pay Policy for use in 2016/17.

### (f) To approve the Curriculum policy / Curriculum Map

A link had been sent to governors in advance of the meeting and this showed governors the Curriculum Map.

It was **RESOLVED** to approve the Curriculum Policy.

### (g) To approve the Information Security / Data Protection policy

This policy would be deferred until the next meeting.

**Action: Clerk to list**

### (h) Staff Discipline Policy

Dame Erica advised governors that she had received a union letter in response to the new Lewisham staff discipline policy objecting to various aspects of the policy. Dame Erica had sought advice from Lewisham human resources and had written a letter of response back to the union. Governors felt that Dame Erica's response letter was entirely reasonable and that the policy was suitable to approve.



It was **RESOLVED** to approve the staff discipline policy.

**(i) Update on the John Ball food guidance pamphlet**

Angela East and Steven Cummins had worked on the pamphlet and it had been revised. The governors had also met with the lunchtime personnel and talked through the pamphlet. The guidance would be circulated to parents before half term.

The clerk would update the policy schedule.

**Action: Clerk**

**12. EQUALITIES OBJECTIVES**

The Headteacher tabled an updated Headteacher's report which contained information in relation to the school's equality objectives.

The equality objectives were;

1. To explore and better understand the issues / barriers to learning of Pupil Premium progress preventing more pupils accessing higher levels of exceeding expected attainment
2. To improve the attendance of Pupil Premium pupils so that the gap between them and non Pupil Premium decreases over the next three years

In relation to these targets, end of 2016 data showed that across almost every measure at both expected and exceeding expectations Pupil Premium children at John Ball were above both the national average for ALL pupils as well as the national average for Pupil Premium children. However, with the recent increase in expectations from the Government, the new harder curriculum and the tougher end of key stage two tests, it was possible that this gap would re-open. The school leadership would carefully monitor this issue.

Within school, it was noted that the attendance % gap between pupil premium and non-pupil premium children had almost closed in 15/16. Given that this is 3 year target on-going tracking will be essential.

3. Continue to raise awareness of differences between us and tolerance towards difference, e.g. family structures, religious belief or none, sexuality and promote positive attitudes towards difference

In relation to this target, it was reported that this was an ongoing piece of work. It was noted that there were sensitivities around data collection and asking about nationality. It was important to be clear to parents about why information was required and where the data collected would be used. The Headteacher said that there had been instances where some children had told other children to, "Go back to where you came from". The school had requested to work with Show Racism The Red Card organisation and a further diversity and inclusion workshop may be planned for staff in 2016/17. The "Families Focus Week" will run again in 2017.

4. To continue to employ a more diverse workforce

In relation to this target, it was noted that the staff team was the most diverse it had been in the previous seven years. However further information would be provided to governors about the staff workforce after the November census.

5. Additional targets had been added to increase awareness around anti radicalisation and as part of this, the school would consider developing visits to different places of worship.

It was noted that the equality objectives were contained within the school improvement plan, the implementation of which was monitored by the governing body.

Governors NOTED the progress made towards achieving the equalities objectives.

An update would be placed on the school website.

Action: Vikki Amner

### 13. HEALTH AND SAFETY

Governors noted that deadline for schools to complete and return the Health & Safety Self-Monitoring Checklist to [corporatehealthandsafety@lewisham.gov.uk](mailto:corporatehealthandsafety@lewisham.gov.uk) by no later than 27 January 2017.

It was noted that the checklist would be circulated to schools via the Headteachers' weekly bulletin at the beginning of November 2016.

The Headteacher reported that Claire Firmin was employed by the school to conduct a health and safety audit annually. Matthew Fields also contributed towards the H & S audit from the governors' perspective. A report would be given at the January 2017 meeting.

Action: Clerk to list

### 14. UPDATES ON GOVERNOR TRAINING

Nothing further to report.

### 15. UPDATES ON GOVERNOR VISITS

Steven Cummins and Angela East had visited the school to discuss the Food Pamphlet.

### 16. TO REPORT ON THE ARRANGEMENTS FOR REVIEWING TEACHER AND LEADERSHIP PERFORMANCE IN 2015/16 AND FOR SETTING TEACHER AND LEADERSHIP PAY FOR 2016/17

It was noted that a meeting of the Pay Committee had been scheduled for 20 October 2016 at 12.30PM. The Pay Committee would review teachers' pay and the recommendations of the Headteacher's Appraisal Panel.

### 17. ANY ITEMS FOR INFORMATION

#### (a) Items from the Governors' Information Pack

Governors had received the termly governors' information pack which contained a wide range of useful information. Governors were encouraged to familiarise themselves with the main articles.

#### (b) Governors' details for the school website

Governors had been sent updated details b the clerk. These were NOTED.

#### (c) Governors' attendance at meetings in 2015/16

Governors had been sent updated details b the clerk. These were NOTED.

#### (d) The LGA AGM

It was noted that the LGA's Autumn Briefing and Annual General Meeting will take place on Monday 14 November 2016 from 7pm to 9pm at the Civic Suite, Catford (refreshments available from 6.30pm). All governors were welcome to attend.

### 18. ANY OTHER BUSINESS

There was none.

### 19. DATES FOR MEETINGS IN 2016/17

A change to the date of the next meeting was AGREED.

This would be Monday 30 January 2017 at 7PM.

2016/17	7PM
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30 January 17 (Please note the change of date)	Monday
18-Apr-17	Tuesday
18-Jul-17	Tuesday

Chair Enca Tenard Date 30.1.17