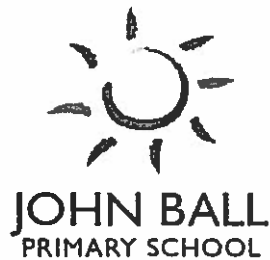


THE GOVERNING BODY OF JOHN BALL SCHOOL



Minutes of a meeting of the Governing Body of John Ball School held on Tuesday 16 January 2018 at 7pm

Attendees

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| 1. Rachel Austin | |
| 2. Ian Blight | |
| 3. Steve Cummins | Vice Chair |
| 4. Angela East | |
| 5. Sandrine Marionville-Jaines | |
| 6. Catherine Mulcahy | |
| 7. Dame Erica Pienaar | Chair |
| 8. Jarlath Pratt | |
| 9. Michael Roach | Headteacher |
| 10. David Roderick | |
| 11. Tom Weddell | |
| 12. Linda Yue | |

Also present

- | | |
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| 1. Julia McCrossen | Headteacher |
| 2. Leona Eley | Clerk |

1. Apologies and declarations of interest

Apologies were received and accepted from Vanessa Amuah and Matthew Fields.

There were no declarations of interest.

2. Agenda items for 16 January 2018

The Chair confirmed that the items on safeguarding and health and safety would be considered at the April 2018 Governing Body meeting.

Matthew Fields would deliver his termly safeguarding report and an update on the single central record at the April meeting.

Action: Matthew Fields and clerk to note

There would also be a report on the Lewisham Health and Safety Self-Assessment. The self-assessment had not yet been released by Lewisham Council. Is it due to be released by the end of January 2018 with a return date of 31 March 2018.

Action: Clerk to note

3. Minutes of the last meeting and matters arising

a) To approve the minutes of the last meeting held on 10 October 2017

It was **RESOLVED** to approve the minutes of the last meeting held on 10 October 2017 and to sign them as a true record. The clerk would correct Julie Odeje's sir name spelling in her copy.

Governors discussed if non confidential, approved, minutes should be scanned and placed on the school website. It was agreed to do so.

The Headteacher would contact Vikki Amner in the school office and request that this was done.

Action: Headteacher and Vikki Amner

b) Matters arising from the meeting held on 10 October 2017 not included elsewhere on the agenda

i) Learning Ladders use at parent's evenings

Michael Roach said that Learning Ladders would be available at parent's evenings. Michael Roach said that his view is that there is more that Learning Ladders can offer to parents, and that John Ball is not quite there yet.

The Headteacher would ask Beth Buddin to speak to Hiltingbury Junior school (where Learning Ladders originated) and find out what they are doing in relation to Learning Ladders at parents' evenings, in order to maximise the usefulness of Learning Ladders

Action: Headteacher

2. GOVERNING BODY MATTERS

a) Co – opted governor vacancy

Dame Erica said that she had made a decision to retire from all her Governing Body duties at the end of July 2019. This would mean that John Ball would need a new chair from September 2019.

It was agreed to keep the vacancy on the Governing Body for a co-opted governor. This would allow a new prospective chair to be co-opted, prior to Dame Erica's departure.

Governors reflected back on the process when Dame Erica had been appointed. A set of criteria, akin to a job description, had been created, and used to "head hunt" a Chair. This had resulted in the appointment of Dame Erica.

It was agreed to draw up a skills set for the position of Chair. This would be done following the governance review and discussed this at the next Governing Body meeting.

Michael Roach, Angela East and Linda Yue would be responsible for drawing up the skills set.

Action: Michael Roach, Angela East and Linda Yue

Dame Erica went on to say that the future Chair of John Ball may already be on the Governing Body. Current governors were asked to consider if they might wish to serve as Chair in the future.

Current governors were also asked to reflect if anyone within their networks would be a suitable Chair.

Action: all governors

b) To note that Bev Hards has completed her four year term of office as staff governor

Governors thanked Beverley Hards for her service.

It was noted that there is a staff governor election running in school but there had been a lack of interest from members of staff.

It was hoped that a candidate would come forward and would be able to attend the next meeting.

c) To appoint Sandrine Marionville-Jaines as a co-opted governor

Sandrine Marionville-Jaines was approaching the end of her term of office as a parent governor.

Sandrine is a very effective governor and the Governing Body was keen to retain her skills and commitment.

It had been agreed at the previous meeting that Sandrine would transfer category from a parent governor to a co-opted governor.

Sandrine left the room whilst her position was considered.

Governors felt that Sandrine's work as link governor for Children Looked After and SEND is excellent.

It was **RESOLVED** to co-opt Sandrine onto the Governing Body, where she would serve a new four year term of office as a co-opted governor.

Sandrine re-entered the meeting room, where she was congratulated.

d) To request that the school hold a parent governor election to replace Sandrine

The Headteacher would arrange a parent governor election to replace Sandrine in the next three to four weeks.

Action: Headteacher

e) All governors to sign the updated A Policy for Governing John Ball School

A Policy for Governing John Ball School had been carefully reviewed and updated by Linda Yue. Linda was thanked for her work on the policy.

The policy was circulated and all governors were asked to sign it.

The Clerk would send the signed copy to the school office where it would be stored.

Action: Clerk

Ian Blight asked if Governors are expected to focus on data, perhaps it should be a more prominent item on the Governing Body agenda. It was agreed that data would be a stand alone item on the agenda.

Action: Clerk to note

One other option would be for there to be a committee set up to look at data.

Catherine Mulcahy said that if Governors were linked to a SIP target, it would tighten up the monitoring of SIP progress.

Governors were asked to email the Headteacher with the area of the SIP they wished to monitor.

Action: All governors

The SIP, which is reviewed at each meeting, would have a section of the meeting devoted to governors' feedback.

The Clerk said that there are questions in the Governors' Information Pack under each item, which may help guide Governors when deciding which questions to ask at meetings.

h) Premises update

It was noted that a fire risk assessment was conducted by Chris Giles on the 7 of November 2017. Actions had been identified and are being addressed.

i) Staffing update

A full staffing update was contained within the Senior Leadership Team's report.

The senior leadership team was thanked for its report.

4) COMMITTEES

a) Update from the C & F Committee 7/12/17

Governors had received the minutes from the C & F Committee in advance of the meeting.

Budget forecast

The Chair said that the budget forecast for 2018/19 would be reviewed at the next C & F committee.

The Schools' Forum would decide tomorrow if Lewisham would adopt the National Funding Formula.

Ian Blight asked about the EDF bills, had these been challenged?

The Headteacher would check with Julie Joyce and this would be reported at the next meeting.

Action: Headteacher

Apprenticeship Levy

Governors discussed the Apprenticeship Levy, which had also been reviewed at C & F Committee. The Chair said that one option is to use the funds to pay for a qualification for the School Business Manager. Governors agreed that they would be happy for this to happen.

The Chair added that it is proving difficult to access the Levy, given the constraints applied to it.

Tom Weddell said that he knew of a scheme where the Levy had paid for teachers to undertake a MA.

Tom would send details of this course to Julie Joyce.

Action: Tom Weddell

General Data Protection Regulation

It was noted that John Ball had signed up to the Lewisham Service Level Agreement for Data Protection. The Lewisham Data Protection Team would assist John Ball in meeting the requirements of GDPR.

Lockdown Policy

Sandrine Marionville-Jaines asked if the use of a dog as a form of threat is the best idea?

The Headteacher said that it would be important not to alarm the children or cause fear in any rehearsal of the lockdown procedure. Parents had been informed that a lockdown practice would be taking place.

b) Update from the Personnel Committee 7/12/17

Governors had received the minutes from the C & F Committee in advance of the meeting.

The Shadow Structure had been discussed.

Diversity in the workplace had been another topic that the Personnel Committee had considered. New data on the staff workforce profile is being sought. This would be used to refresh the Equalities Objectives with new data. Julie Joyce is working on this and information would be brought to the next Personnel meeting.

Action: Clerk to note for the Personnel agenda

- c) **To approve the C & F and Personnel committee terms of reference (within a Policy for Governing John Ball School)**

The Policy for Governing John Ball School contained the terms of reference for the committees.

It was **RESOLVED** to approve the terms of reference for the Personnel Committee.

It was **RESOLVED** to approve the terms of reference for the Co-ordinating and Finance Committee.

5. SENIOR LEADERSHIP TEAM REPORT

The report had been circulated in advance of the meeting.

- a) **School roll**

608 pupils are on roll as of January 2018. There had been two new arrivals that week into Year 4.

- b) **SEND update**

Michael Roach said that schools are due to receive from Lewisham school risk profiles. These are profiles that consider a wide range of factors (SEND, safeguarding, governance, attendance and so on) and award risk.

For SEND, John Ball has been awarded moderate risk. This is due in the main to the higher rate of exclusion of SEND pupils from John Ball.

John Ball has not had a permanent SEND case worker at Lewisham because of staffing issues within that team.

It had not always been possible for Jacqui Noakes to attend SENCO forums and this is something that would be addressed in the future.

Sandrine Marionville-Jaines raised the point in the SLT report where it was noted that despite having highly skilled staff for dyslexia support within the Inclusion team, the school would buy in support from Lewisham for key children that may require an EHCP in the future in order to be able to fulfill the need to 'buy in support' required in the SEND Code of Practice. Was this the reason behind three EHCP plans being turned down by Lewisham?

Michael Roach said that it is necessary to show the graduated response undertaken by the school and the support given to children with SEND, prior to an EHCP application. Michael Roach would have a discussion with Jacqui Noakes about this.

Action: Michael Roach

c) Attendance and punctuality update

Governors received figures on attendance.

Attendance for the whole school improved last term to 97.7%.

This improvement was impacted by several children who left the school to move abroad but who were not taken off roll until the school was certain that they had started in other schools.

It was also impacted by a child who is on roll at John Ball but who was removed by her parent without permission. This child is still on roll until authorities decide how/where she is to be educated.

The percentage of children aged 5-11 with persistent absence - attendance below 90% - is 8.61%.

The percentage of children aged 5-11 with attendance below 85% is 3%.

The attendance officers in school continue to support families whose children have attendance below 90%.

d) Online safety incidents

Governors received their first reported online safety incident.

The incident involved a child posting up on You Tube. Another parent notified the school and the posting was taken down.

Tom Weddell said that this incident highlighted the fact that there is a role for parents to play to ensure that their children stay safe online. It was noted that the school does run courses for parents, there are regular articles in JBuzz and children are regularly reminded about staying safe online via the curriculum.

Michael Roach said that it come to the attention of the school that a parent had posted negative comments about the school on social media. This is difficult to manage as the school has no power over what parents post online. Governors suggested that the Home School Agreement (that parents sign when their child joins John Ball) could be reviewed and a clause added about posting negative comments on social media.

The Headteacher would consider how the Home School agreement could be changed in relation to this.

Action: Headteacher

As this was the first such reporting on an online safety incident, the Headteacher would ask Julie Odeje to come to a future governing body, and then attend on an annual basis, to tell governors how the Online Safety policy is implemented.

Action: Headteacher

e) Finance update

The School Business Manager reported to governors via the SLT report that mid-year monitoring predicted a surplus of £82,306 revenue and £10,242 capital.

There has been a refurbishment of the toilets in Reception class, which will use approximately £6k of capital.

The contingency is currently £54k.

The school increased SLT capacity out of class for spring term and this is working well.

f) School Improvement Plan progress

Governors received an updated School Improvement Plan with targets colour coded red, amber or green.

It was noted that there has been a round of observations as part of the performance management.

A key focus will be on standards in books in non English and Maths subjects.

A new initiative, book bingo, is being used to select children's books for review by leaders at John Ball. This is to ensure consistency of standards across the school.

Linda Yue asked how teachers felt about book bingo?

Tom Weddell replied that it is not especially being discussed amongst the teachers. The book bingo, is a celebration of learning, which is positively regarded by teachers.

Governors were informed that the new Quality Assurance timetable is up and running and SLT are delivering bespoke support and guidance where appropriate.

It was agreed that Tom Weddell's maths plan should be included in the SIP.

This would be included and the SIP would be sent out to Governors again.

Action: Headteacher

g) Pupil progress update

Governors had received autumn term outcomes. There were no further questions on the data.

Michael Roach said that Governors had not offered challenge to the leadership team over the School Improvement Plan or the pupil progress data. As part of his role with Lewisham Learning, Michael Roach had attended Governing Body meetings and seen various levels of challenge at them.

Dame Erica said that the robust system of quality assurance at John Ball gave Governors the assurance that progress and attainment is on track. Also, the data at John Ball looks very good. If it caused concern, there would be more challenge from Governors. Dame Erica also stated that pupil progress and attainment was interrogated informally and whilst this might be satisfying governors that the quality of teaching and learning was strong perhaps this needed to happen in more formal contexts.

6. SAFEGUARDING AND HEALTH AND SAFETY

a) To remind governors of the need to complete the H & S audit by 31 March 2018

This would be considered at the April 2018 Governing Body meeting.

Action: Clerk to note

7. PUPIL PREMIUM / SPORTS PREMIUM

a) Pupil Premium review and action plan

It was noted that there had been a Pupil Premium Review which was generally very positive and was a good starting point to begin work on the next target.

It became clear that the Pupil Premium review report had not been sent to Governors. It would be sent to Governors the next day.

Action: Headteacher to send to Clerk to issue

The next step is for there to be a working party to look at the next targets. Sandrine Marionville-Jaines offered to be on the Pupil Premium working party.

If other governors wish to be on it, they should email the Headteacher.

Action: All governors

Pupil premium documents on the school websites should look at barriers to overcome and the John Ball documentation had been revised to reflect this requirement.

Governors had been sent the 2017/18 Pupil Premium strategy and the 2016/17 Pupil Premium strategy evaluated for impact.

Rachel Austin asked with the additional pupil premium money, how are pupil premium children targeted?

The Headteacher replied that the funding increases the capacity to teach the children, it pays for additional support, interventions and extra learning. The SLT closely monitor the impact through learning walks, book looks, pupil tracking meetings, data, and through ensuring that the right children get the right support. Sometimes this can come in the form of softer support or paying for enrichment activities. It was noted that not every pupil premium child does need that additional support. In response to a question from Linda Yue, it was confirmed that breakfast and after school clubs can also be funded for pupil premium children.

Governors would be able to evidence the impact of the activities to support through visits to the school. Also, governors would be shown the 2017/18 pupil premium strategy, evidenced for impact, in October 2018.

b) Sports Premium review

Governors had seen the Sports Premium strategy. This is in a new format with more evaluation. In house staff are delivering the objectives in the strategy.

Linda Yue asked if teachers are being trained to deliver PE?

Part of the spend of the Sports Premium funding should be about upskilling teachers. This is an area that could be more prominent in the strategy.

Steve Cummins asked about the after school club offer to students?

The Headteacher would ask Anna (the PE lead) to present to Governors at a future Governing Body meeting on the clubs offer and on upskilling teachers to teach PE.

Action: Headteacher

9. REVIEW OF GOVERNANCE SESSION 30 January 2018

Governors had received the schedule for the day. Governors were encouraged to attend for the feedback session (2.30pm – 4.15pm) and Super Kids could be arranged for childcare if required.

10. POLICY APPROVAL

a) There and Back Again / Educational Visits Policy

The policy had been circulated in advance.

It was **RESOLVED** to approve the There and Back Again / Educational Visits Policy.

There would be an annual report to Governors, reviewing the trips taken throughout the year, especially from a health and safety angle. This would take place in the summer term.

Action: Clerk to note

b) Online Safety Policy

The Online Safety Policy returned to the meeting, having been deferred from the October meeting. Since then, Governors had submitted comments on it.

Governors had previously discussed inviting Julie Odeje to a future meeting of the Governing Body. Governors had also discussed reviewing the Home School Agreement regarding parental behaviour (posting negative comments about the school) on social media.

The signing sheet in the policy is not used and its inclusion should be reviewed.

Subject to this, it was **RESOLVED** to approve the Online Safety Policy.

It was agreed to review the Online Safety Policy annually.

c) SEN Information Report

The SEN Information Report had been circulated in advance and met all necessary requirements.

It was **RESOLVED** to approve the SEN Information Report.

This is an annual requirement.

d) Teaching and Learning Policy

The policy had been circulated in advance.

The Chair said that this is a very good policy.

It was **RESOLVED** to approve the Teaching and Learning Policy.

e) English Policy

The policy had been circulated in advance.

It was **RESOLVED** to approve the English policy.

f) Maths Policy

The policy had been circulated in advance.

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

Rachel Austin asked how is the impact of the Maths Policy being measured?

Tom Weddell said via team talks about maths displays, then seeing the displays around schools on learning walks, through planning, and through speaking to pupils about their motivation for maths. It could also be gleaned if pupils have more confidence with maths.

g) Staff Attendance Policy (for discussion as out for consultation with the unions)

This policy was with the unions. It would return to Personnel for final approval.

Action: Clerk to note

h) Staff Recruitment Policy

The policy had been circulated in advance.

Ian Blight asked if the policy contained the best practice in terms of competency based interviews?

The Headteacher would ask Julie Joyce to review this.

Action: Headteacher

Subject to any amendment to that effect, it was **RESOLVED** to approve the Staff Recruitment Policy.

i) Lewisham Model Grievance Policy

The policy had been circulated in advance.

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

The Clerk would update the policy schedule.

Action: Clerk

11. SEND LINK GOVERNOR VISIT REPORT

The SEND Link Governor visit report would be deferred until the next meeting.

Action: Clerk to note

12. ITEMS FOR INFORMATION

Governors **NOTED** the following information:

a) General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) will apply in the UK from 25 May 2018. Governors are recommended to ensure that their school has a nominated Data Protection Officer who has received training in implementing necessary changes to the management of personal data.

b) School website

Governors are reminded that the school website will be used by Ofsted in inspections and remote risk assessments and they should make sure that it is fully compliant with legal requirements and is kept up-to-date. Please see the DfE guidance at <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online> .

c) Get Information About Schools (GIAS)

Get Information About Schools (GIAS) is a new register for schools and colleges which replaces the previous Edubase system. The new service allows individuals to search, view, and download information on schools via three tabs: 'find an establishment'; 'find an establishment group' and 'find a governor'. Schools should ensure that their details are up-to-date, including those of members of the governing body. GIAS can be accessed at <https://get-information-schools.service.gov.uk/> .

d) Governors' Information Pack Items

The Governors' Information Pack had been sent out. Governors were recommended to read the GIP which contains a wide range of useful information. The following articles may be of interest.

- *Lewisham Learning*
- *School place forecasting update*
- *Updated statutory guidance on the constitution of governing bodies of maintained schools*
- *Health and safety committees for schools*
- *SEND joint inspection by Ofsted and Care Quality Commission on the local area*
- *Ofsted updates*
- ***Key learning around the latest Ofsted framework and handbook***
- ***Parental engagement survey finds benefits are strong but understanding is poor***
- *Green Paper and consultation on mental health provision in schools*

e) School term / holiday dates

It was noted that Lewisham has determined the school term and holiday dates for the 2018/19, 2019/20 and 2020/21 academic years. Dates for the 2019/20 and 2020/21 academic years can be found on the Lewisham website.

f) Lewisham Governors' Association

The LGA's Spring Briefing will take place on Wednesday 5 February 2017 from 7pm to 9pm at the Civic Suite, Catford (refreshments available from 6.30pm).

13. DATES FOR MEETINGS 2018

Governors NOTED the dates for meetings in 2018.

Committee dates	Governing Body dates – all 7PM
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