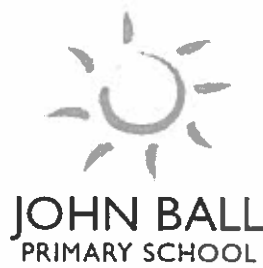


THE GOVERNING BODY OF JOHN BALL SCHOOL



Minutes of a meeting of the Governing Body of John Ball School

held on Tuesday 17 July 2018 at 7pm

**Attendees**

1. Rachel Austin
2. Ian Blight
3. Steve Cummins
4. Angela East
5. Mathew Fields
6. Nina Hodges
7. Sandrine Marionville-Jaines
8. Catherine Mulcahy
9. Dame Erica Pienaar Chair
10. Michael Roach Headteacher
11. David Roderick
12. Linda Yue

**Also present**

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

**1. APOLOGIES AND DECLARATIONS OF INTEREST**

Apologies were received and accepted from Jarlath Pratt, Vanessa Amuah, Maria Valkova and Tom Weddell and these were accepted.

There were no declarations of interest.

The Chair made some changes to the order of the agenda at the meeting, however items are recorded here as they originally appeared in the agenda.

The Chair said that she had been invited to act as a mentor to the Chair of Governors at Trinity School. As part of the mentoring process, Dame Erica sought agreement from the John Ball governing body to permit the Trinity Chair of Governors to attend a John Ball Governing Body meeting. This was AGREED. Dame Erica would extend an invitation to the Trinity Chair to attend the next John Ball governing body.

**Action: Dame Erica**

## **2. PRESENTATION FROM JULIE ODEJE ON ONLINE SAFETY**

Governors welcomed Julie Odeje to the meeting.

Julie began her presentation by saying that there is now tighter reporting around online safety incidents. Governors receive reports about these in each Headteacher's report to the governing body.

Julie said that most negative online incidents take place away from school, but there is still impact within school. This is particularly in relation to those incidents involving messaging apps that can spill over into school. Julie said that incidents that happen in school are dealt with via the behaviour policy. If incidents happen outside of school, then parents are informed and asked to deal with their child's behaviour. If necessary, police are also informed.

Incidents this term have included a child commandeering another child's Roblox account and another issue involving girls recording and uploading footage of another child being slapped.

There has been a great deal of work with the children around use of messaging apps and cyber bullying. Children are encouraged to make the right choices. Children are also made aware of the implications of sharing too much information online and the fact that online histories are not erasable. Julie said that the school's messages could be enhanced by having posters up around school reiterating key messages.

**The Chair asked, how do we support parents to protect their children at home?**

Workshops are also run with parents around e safety and age restrictions on apps. Parents are also informed about some of the things to look out for at home.

Angela East wondered if the pupil parliament could be a forum to talk about digital safety and perhaps a campaign could be run about the issue. This could be linked to the school's values system. It was agreed to consider this idea further.

The Chair said that adults and children sometimes posted messages online that they would otherwise never say face to face.

David Roderick asked about the home / school agreement and enhancing the agreement to include a section about parental online behaviour. This had been discussed previously. The home / school agreement would be updated for September.

Julie said that the school would be looking at embedding e-safety into the curriculum more thoroughly, to make it more meaningful. There would be links made to events in the national agenda and news. There would be efforts made to marry up real life values and online values, because the two should be the same.

Governors thanked Julie Odeje for her presentation. Julie would return to the Governing Body the following year to give a further update.

**Action: Clerk to note**

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

#### **a) To approve the minutes of the last meeting held on 24 April 2018**

It was **RESOLVED** to approve the minutes of the last meeting held on 24 April 2018 and to sign them as a true record of the meeting.

#### **b) Matters arising from the meeting held on 24 April 2018 not included elsewhere on the agenda**

It was noted that all matters are either complete or contained within this agenda

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

#### **a) Future Chair of Governors: update**

Dame Erica said that Angela East had decided to withdraw herself from the future Chair of Governors role.

Dame Erica said that a search for a new Chair would begin in the autumn term.

**Action: Chair**

#### **b) Governing Body vacancies**

The Chair said that there are two vacancies for co-opted governors on the Governing Body.

If any current parent governor is interested in becoming a co-opted governor, they should signal their interest to the Chair.

Alternatively, the Chair would look to fill the vacancies with governors recruited externally in the autumn term.

**Action: Clerk to note for the October agenda**

#### **c) Curriculum and Standards Committee from autumn 2018**

At the April 2018 governing body meeting, governors had discussed creating a new committee. This had also been discussed at C & F Committee.

The committee would have the remit of studying data, progress and attainment.

Initially, the C & S Committee would aim to meet on the same day as the other committees.

Governors who wished to serve on the Curriculum and Standards Committee were:

1. Michael (Jacqui would also attend)
2. Erica
3. Rachel
4. Steve
5. Ian
6. Sandrine
7. Angela

The Clerk would send meeting dates and times to the new committee.

**Action: Clerk**

Committee terms of reference would be sent by the Clerk and agreed at the first meeting.

**Action: Clerk**

Ian Blight said that he had a terms of reference from a previous incarnation of this committee and would send these in.

**Action: Ian Blight**

**d) To agree procedures for remote attendance at meetings**

It was **RESOLVED** to that **TWO** governors would be able to participate remotely.

This would only be allowed for **EMERGENCY** or **EXTRAORDINARY** meetings.

Governors would need to be able to see and hear to participate. Technology would be provided at the school.

**e) Feedback from C & F regarding review of governance**

Dame Erica said that her role would be to populate the ICE pack with evidence and this would be brought back to the Governing Body.

**Action: Chair and Clerk to note**

**f) Governors with a term of office due to expire in the 2018/19 academic year:**

It was noted that the following governors had a term of office due to expire during the 2018/19 academic year:

- a) Rachel Austin: 13 February 2019 – parent governor
- b) Vanessa Amuah: 13 February 2019 – parent governor
- c) Catherine Mulcahy: 13 February 2019 – parent governor
- d) Linda Yue: 28 April 2019 – co-opted governor
- e) Jarlath Pratt: 28 April 2019 – co-opted governor
- f) Ian Blight: 28 April 2019 – co-opted governor
- g) Matthew Fields: 28 April 2019 – co-opted governor
- h) Angela East: 14 July 2019 – co-opted governor

The Chair invited governors on this list to advise her if they wished to remain on the Governing Body, before the October 2018 meeting.

**Action: Governors listed above**

Parent governors had already been advised to contact the Chair if they wished to transfer category to co-opted governor.

## **5. HEADTEACHER'S REPORT**

The Headteacher's report was sent in advance of the meeting and governors were asked to read the report and come prepared with questions.

### **a) School roll**

There are 601 children on roll at the end of summer 2018.

17 pupils had started at John Ball in year since September 2017.

Julia McCrossen said that the year two group had seen its roll fluctuate. Three children had left to be home educated and two had moved to another country. The children leaving year two had in the main been strong achieving children. The children joining had been less experienced learners and this had impacted on the year two data this year.

### **b) Attendance and punctuality update**

Attendance is at 96.1%, persistent absence 5.7%.

Governors saw details of action taken to improve attendance in the Headteacher's report. The attendance team had worked very hard to improve attendance.

Catherine Mulcahy said that some of the attendance figures did not add up to 100% totals. It was agreed to look into this a bit further and check the figures in the report.

#### **Action: Headteacher**

A register audit was held in June. 100% was achieved and recommendations to further improve practice are awaited.

### **c) SEN update**

62 children are receiving SEN support and 19 children have a statement. Three EHCP (Education Healthcare Plans) have been issued in summer term. One child in Reception would be moving to Watergate school in September.

The school will be losing the Support for Learning teacher in the autumn term and there is a plan for the new AHT and existing HLTA to pick up some of the caseload.

#### **Nina Hodges asked why the jump in numbers of children on EHCPs?**

There is a higher level of need in the school. The bulge classes have increased the number of children on roll and with this has come higher levels of need. There is a general rising need in the population, particularly social, emotional and behaviour issues. This can be linked to the parents' mental health and family background. There is often a time lag between identifying the need and obtaining a plan. At least four terms of evidence are required. This involved lots of "plan, do, review".

#### **Rachel Austin asked is the school identifying the needs of children early enough?**

Some children in year 6 had support right throughout the school, but now they are at a stage where an EHCP is required. Lots of evidence is required for a plan and this takes time to gather. There are also some issues with Lewisham assigning caseworkers to schools, who then leave.

Michael Roach said that for all children, quality first teaching is paramount.

**d) Premises update**

It was noted that there would be a different signal for a lockdown and the fact that phones were not audible in the hall would be addressed.

Governors received a full premises report in the Headteacher's report.

**e) Staffing update**

A full list of staffing changes were contained within the Personnel minutes.

**f) Finance update**

There was no further update beyond what was provided to the C & F Committee.

**Ian Blight asked about the £30K of contingency that had been spent during the 2017/18 academic year?**

Spend at that rate would not be expected to continue.

**Ian Blight asked how much had been spent in the previous year?**

Figures would be sought from Julie Joyce and reported at the next meeting.

**Action: Clerk to note**

A risk to the budget would be if there was a large, unfunded, pay raise for teaching staff with the resultant impact on on-costs.

Currently there is 2.5% pay rise factored in.

**g) Online safety incidents**

Details of online safety incidents were recorded in the Headteacher's report and were covered in Julie Odeje's presentation.

**h) Parent survey responses**

Governors had seen the letter sent to families about the annual questionnaire.

A consultation evening had been arranged for parents and families on 27 June 2018. Governors and senior leaders attended this.

**i) Staff survey responses**

Governors had received the John Ball staff questionnaire results and the school's response.

The staff questionnaire had run in March 2018.

It was noted that the staff survey had been undertaken during a period of staffing changes at John Ball. This included changes to the leadership team and a period of recruitment to roles. This may have influenced how the staff were feeling at the time.

It was therefore agreed to conduct another staff survey at the end of the autumn term.

**Action: Headteacher**

Responses to the staff survey had been analysed and shared with staff. A school response was drafted and placed on noticeboards between 10 and 20 July 2018.

Staff were invited to comment on the ideas or post their own suggestions.

Jacqui Noakes said that there had been only a very few number of comments received back from staff members.

**The Chair asked were these additional comments or repetitions of what staff had said before?**  
Repetitions of what staff had said before.

**The Chair asked what the staff views were on the solutions?**

Many of the staff comments were around areas that could not be changed. For example, it would not be possible to afford a teaching assistant in every class yet that is what some staff wanted.

Ian Blight said that the staff survey had been an excellent exercise to undertake and had generated lots of feedback and food for thought. Many organisations do have to deal with some challenging staff survey responses.

Ian divided the responses into trends. First was staff who have issues with consistent discipline and behaviour. Next, senior management team style. Third, the school increasing in size and things not being the same. Fourth, recruitment.

**Ian wondered if addressing some of the issues in the staff survey should form part of the leadership team's performance management objectives?**

Dame Erica said that she felt that looking at elements in the questionnaire in general should be a consideration but not a target in itself. Dame Erica said that there would always be decisions taken that would be unpopular in the staff room. It would be useful to see if opinions are moving in a positive direction.

David Roderick said that he felt that communication came across as another key theme.

An approach along the lines of, "you said, we did" could be a valuable one.

The results of the new staff survey would be made available to governors at the January 2019 Governing Body meeting.

**Action: Clerk to note**

#### **j) Challenge Partners Review**

The Challenge Partners' Review had been sent to governors.

There was not time to fully consider the report at the meeting and it would be deferred until the next meeting.

**Action: Clerk to note**

## 6. PUPIL PROGRESS AND ATTAINMENT: UPDATE

Governors had received the summer term 2018 results.

### EYFS

84% of children in Reception had obtained a Good Level of Development.

### Year 1 phonics check

83% of year 1 children passed the phonics check.

### Year 2

- Reading at expected 85%
- Writing at expected 75%
- Maths at expected 77%
- Combined RWM at expected 70%
- Combined RWM greater depth 11%

Progress across Year 2 is strong with at least 90% of children are making good or better progress in RWM. As previously noted, mobility issues had impacted in year 2.

### Year 6

John Ball	2018 Expected	2018 Greater Depth	National	Pupil Premium expected	Pupil premium greater depth
KS2 R	83%	40%	75%	66%	13%
KS2 W	84%	44%	78%	66%	13%
KS2 M	77%	40%	76%	60%	7%
KS2 RWM	77%	28%	68%	60%	7%

It was noted that John Ball has achieved above national scores in all areas assessed.

The reading and writing outcomes were above the predicted outcome of 80% SIP predicted outcome. The maths and RWM outcome are slightly lower than the 80% SIP target but above the national outcomes. The GD % is above the National averages and 20% SIP target.

The Headteacher said that the results were slightly lower than last year. The Headteacher said that it had been a challenging cohort and the staff had worked very hard to obtain the results. Some test papers had been appealed and the figures may improve further.

There is a gap between pupil premium and non pupil premium children. More about how this would be addressed is contained later on in these minutes.



**Steve Cummins noted that there are virtually no pupil premium children obtaining greater depth in all three subjects. Why is this?**

Reading and writing are skills that are embedded over time consistently. With maths, it is harder because the different mathematical elements are only visited infrequently. This makes it harder to get greater depth at maths, and therefore hard to get combined greater depth for all three.

Progress figures were hard to predict and not known yet. These would be reported on in October.

**Action: Headteacher**

## **7. SCHOOL IMPROVEMENT PLAN: UPDATE**

Governors had received the School Improvement Plan 2017/18 and this had been RAG rated.

Catherine Mulcahy commented on how much had been achieved this academic year.

## **8. COMMITTEES**

### **a) Update from the C & F Committee: 20 June 2018**

Governors had received the minutes from the C & F Committee held on 20 June 2018.

GDPR related policies had been approved at the meeting.

It had not been possible to bring a full budget update to the Committee due to the fact that Lewisham's systems were not able to produce finance reports at the time of the meeting. Lewisham is transferring to a new finance system.

### **b) Update from the Personnel Committee: 20 June 2018**

Governors had received the minutes from the Personnel Committee held on 20 June 2018.

It was noted that TLRs had been awarded for Humanities (geography and history), Religious Education, PHSE and SMSC (including mental health and well-being) and Art and Design Technology.

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

Julia McCrossen said that the Pupil Premium working party had met. A policy had been drafted and this would underpin the pupil premium strategy.

It was noted that the Department for Education is due to come out with a new strategy and the John Ball strategy would link to this.

It was noted that an excel grid has been created to track and evaluate provision over time, providing opportunities to analyse strategies.

Access to clubs would be reviewed and there would be a new Clubs Policy.

Julia McCrossen said that the main initiative for John Ball must be to address any early gaps in oracy/vocabulary.

There would be provision for all parents in the initial stage of entry. The school is looking to provide sessions either side of pick up and drop off in Nursery for parents and children.

Following the meeting, Julia McCrossen circulated the outcomes and discussion from the Pupil Premium working party meeting held on 8 May 2018. The Pupil Premium Policy was also circulated.

## 9. SAFEGUARDING AND HEALTH AND SAFETY

### a) Matthew Fields' Annual Safeguarding Link Governor Report

Governors had received the annual safeguarding report to governors.

A safeguarding audit and evidence check had been held on 13 July 2018. Results showed:

Statutory Practice	100%
Good Practice	87%
Best Practice	100%

Natasha Orumbie from Lewisham Council had attended for this.

From next term, an online tracking tool called My Concern would be used at John Ball to record and track safeguarding matters.

Matthew and the team at John Ball were thanked for their excellent work in relation to safeguarding.

### b) Update on the Single Central Record

This was not reported on at the meeting and would be reported on in October 2018.

**Action: Clerk**

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

This was not reported on at the meeting and would be reported on in October 2018.

**Action: Clerk**

### d) Overseas checks: to approve John Ball's protocols

The issue of overseas checks would be deferred to Personnel Committee for further consideration.

**Action: Clerk to note**

## 10. UPDATE ON GOVERNOR VISITS

### a) Visit report from Angela East

Governors had received a visit report from Angela East in relation to her visit around SATs procedures.

**b) Visit report from Sandrine Marionvalle-Jaines**

Governors had received a visit report from Sandrine Marionvalle-Jaines in relation to her visit around SEND and LAC children.

**11. UPDATE ON GOVERNOR TRAINING**

No training updates were given.

**13. POLICY APPROVAL**

**a) Safeguarding Policy**

It was noted that the Safeguarding Policy is on a one year review cycle and was last approved July 2017.

The Safeguarding Policy was due to be revised in September 2018 to take into account the updated Keeping Children Safe in Education guidance. There would also be changes to named personnel in the policy.

It was **RESOLVED** to re-approve the current Safeguarding Policy for now.

It was agreed that a revised version would be sent to governors prior to the October 2018 Governing Body meeting and would be approved then.

**Action: Clerk to note for October agenda**

**b) Behaviour for Learning Policy**

It was noted that the Behaviour Policy was on a three year review cycle and was last approved July 2015.

The policy had been circulated with the agenda papers.

It was **RESOLVED** to approve the Behaviour for Learning Policy.

**c) Health and Safety Policy**

It was noted that the Health and Safety Policy is on a two year review cycle and was last approved in July 2016.

The policy had been circulated with the agenda papers. It also contained the First Aid Policy and the Fire Policy.

It was **RESOLVED** to approve the Health and Safety Policy and the associated annexes.

The Clerk would update the policy schedule.

**Action: Clerk**

#### 14. SUPERKIDS REPORT

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

#### 15 WEBSITE REVIEW

Governors had been sent a review of the website undertaken by Vicky Amner. There were no further questions.

#### 16. ANY OTHER BUSINESS

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

Governors had been sent the Governors' Information Pack which had a range of interesting articles.

#### 17. FAREWELLS

The entire Governing Body expressed its thank to Julia McCrossen, Headteacher, who is to retire from John Ball at the end of summer 2018.

The Chair led the tributes to Julia, a remarkable educationalist who always put the children first throughout her career. Dame Erica said that Julia had a talent for taking government policy and turning it into effective strategies. The Chair said that Julia would be very missed at John Ball.

Julia thanked the governors for their kind words and said it was a honour to work with the children, their families and the staff team at John Ball. The entire Governing Body wished Julia well for the future.

The Governing Body also thanked Tom Weddell, an inspirational teacher, who had made a huge impact at John Ball School. Governors wished Tom well in his future role.

#### 18. DATES FOR MEETINGS IN 2018/19

The following dates and times were NOTED.

It was noted that the Personnel and C & F meetings dates had changed to Fridays.

It was noted that there would be a governors' away day held on Saturday 10 September 2018 from 10am and all governors were encouraged to attend.

**Action: All governors to note**

John Ball	Personnel 10am	C & F 11am	Curriculum and Standards 12pm	Governing Body 7pm
Autumn	Friday 14 September 2018	Friday 14 September 2018	Friday 14 September 2018	Tuesday 9 October 2018

<b>Spring 1</b>	Friday 18 January 2019	Friday 18 January 2019	Friday 18 January 2019	Tuesday 29 January 2019
<b>Spring 2</b>	Friday 26 April 2019	Friday 26 April 2019 <b>Budget approval</b>	Friday 26 April 2019	Tuesday 7 May 2019
<b>Summer</b>	Friday 28 June 2019	Friday 28 June 2019	Friday 28 June 2019	Tuesday 16 July 2019

Chair Enca Stewart Date 09/10/18.