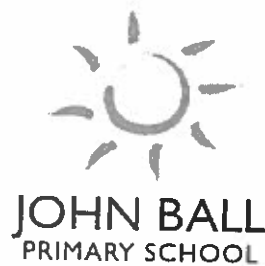


THE GOVERNING BODY OF JOHN BALL SCHOOL



Minutes of the John Ball School Governing Body meeting held on Monday 18 April 2017 at 7PM.

Present

Vanessa Amuah
Rachel Austin
Steven Cummins
Matthew Fields
Sandrine Marionville-Jaines
Catherine Mulcahy
Dame Erica Pienaar (Chair)
Jarlath Pratt
Michael Roach (Headteacher)
David Roderick
Tom Weddell
Linda Yue (Vice Chair)

Also present

Leona Eley (Clerk)

1. APOLOGIES AND DECLARATIONS OF INTEREST

Apologies were received from Angela East, Ian Blight, Beverley Hards and Julia McCrossen. All were accepted.

There were no declarations of interest.

2. TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON 30 JANUARY 2017

It was **RESOLVED** to approve the minutes from 30 January 2017 and to sign them as a true record of the meeting.

3. MATTERS ARISING FROM THE MEETING HELD ON 30 JANUARY 2017

a) Password security and issue of security of DoJo accounts

The Headteacher and Rachel Austin had met and discussed this issue. It was noted that, although the DoJo accounts are hosted on a US based site, the company is trying to establish a secure base in the EU. It was noted that the company does sign up to a very rigorous set of statements and takes IT security very seriously. The Headteacher had asked the company running the DoJo accounts about their IT security set up and been reassured.

It was noted that parents are using DoJo to communicate with staff. However, staff had been advised to switch to their LGFL (hosted in the UK) accounts if the discussion with the parent evolved into one concerning pupil progress, parental concerns and so on. Staff are clear that this is the correct procedure.

Steve Cummins said that teachers need to be careful what they write as information can be subject to Freedom of Information Requests. The Headteacher said that staff are aware of this and the need to be careful when considering emailing written information.

Parents and teachers are also asked not to use first and second names, date of birth, address and so on when using DoJo and this added another layer of protection when using the DoJo system.

Rachel Austin said that photos can be shared on the site but not downloaded (they can be screen shot).

Catherine Mulcahy suggested an annual password prompt. This would be considered.

A reminder to parents about best practice use for DoJo accounts would be considered. As would a protocol for staff.

Action: Headteacher

The Headteacher reported that John Ball is looking into a new Management Information System able to accept online payments from parents.

4. TO AGREE THE BUSINESS FOR THE MEETING

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

5. GOVERNING BODY MATTERS

a) Co-opted governor vacancies

It was noted that there are two vacancies on the governing body for co-opted governors.

Existing governors are asked to consider if they know of any suitable candidates to fill the vacancies. If they do, governors are asked to send names to the Chair and Headteacher. The key skills criteria is a background in Education.

Action: All governors

6. To appoint Dame Erica as the John Ball School Local Authority governor

Dame Erica had been re-confirmed as the John Ball Local Authority governor by Lewisham's Mayor and Cabinet.

The John Ball Governing Body **RESOLVED** to approve the appointment of Dame Erica as Local Authority governor. The appointment is for four years from 18 April 2017.

7. HEADTEACHER REPORT

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

a) School roll

The total number of pupils is 583 in April 2017. The school is currently full and there had been the largest ever number of applications for Reception places for September 2017.

The Headteacher reported that there had been some mobility within school (6% of the total number on roll). Some mobility is due to parents moving further out for secondary school places and some due to private landlord lets ending for John Ball parents. The Headteacher said that the new children starting at John Ball are lovely children.

Jarlath Pratt asked, is there an issue with per pupil funding if a child joins mid-year?

The response was that the census is undertaken in October each academic year and funding is calculated based on the number on roll at that time.

b) Attendance and punctuality update

Governors received a detailed attendance update. This included attendance information for all children who have attendance below 90%, broken down by year group. The Headteacher's report included measures taken to improve attendance such as written and verbal invitations to parents to meet with the Attendance

and Welfare Office (AWO). Other measures, such as a walking bus, are being considered for summer term 2017.

It was reported that court proceedings had begun against 1 parent because of their child's attendance.

Jarlath Pratt asked, is there a cost to the school for this legal action?

The response was no, it is included within the Service Level Agreement that John Ball has with Lewisham for attendance and welfare.

c) SEN update

In April 2017 there are 6 children at John Ball with an Education Healthcare Plan (EHCP). Five children have statements. 50 pupils are receiving SEN support.

d) Learning and Teaching update / Challenge Partners review / Pupil Progress

Governors received details about the outcome of a recent Challenge Partners' review at John Ball.

This contained information about what went well (WWW) and also areas for future development, even better if (EBI). All of these "Even Better ifs" had been written up and with the support of the senior leadership team, had actions to address them.

The Headteacher said that the Challenge Partners Review process had been very robust and challenging. Linda Yue agreed with this.

One area to address is the School Improvement Plan, which is rather complex. The SIP would be reviewed and Gareth Williams, a consultant, would assist with this.

It was noted that Tom Weddell and Donna Karpel would be undertaking additional work on the curriculum and the curriculum map over the summer term, to refresh it

Internally, 90% of teaching is considered to be good or better and 60% outstanding.

The Headteacher said that the Mock SATs results had been positive. Governors would receive SATs results at the July 2017 meeting.

e) Premises update

Governors had received a report from the Premises Manager, James Powles. A recent fire test in February 2017 had seen the whole school evacuated in under three minutes.

The Headteacher referred to a review of the playground and the lunchtime provision in the playground. This has been led by Jacquie Noakes. The reason for the review is to reduce the number of playground accidents, particularly in Key Stage 1. Governors received an action plan (in draft) that set out the main issues and areas to address them. Governors would receive further information about this review as it progressed.

Action: Headteacher to include updates in his reports.

Following the review, it is likely that the activity and actions of the midday meals supervisors will change.

Steve Cummins asked about the stairs that have been fenced off?

The response was that this had been done to keep children safe.

f) Staffing update

An update on staffing is contained within the Headteacher's report. It was noted that Julia McCrossen has taken medical leave to have a hip replaced. Governors wished Ms McCrossen well. It was noted that Jacquie Noakes would be replacing Ms McCrossen in her absence.

Governors received information in the Headteacher's report in relation to staff meetings and inset training sessions that staff have attended.

With some exceptions included in the budget update below, staffing is likely to remain stable. Teaching assistants would be centred on where there is a need, not on the presumption of one per class. There would be no need for a restructure or any compulsory redundancies at this stage.

It was noted that Donna Karpel would be taking over the KS1 lead during Cassey Kiely's maternity leave.

g) Nursery funding update

The Headteacher's report contained an update on the 30 hour nursery offer that the Government is bringing in from September 2017. The school has made the decision not to offer the 30 hours at this stage. Part of this is because it is felt that the Nursery is there to provide Nursery education, not childcare. It was noted that some other Nursery provision in the area had closed and this meant that John Ball is likely to remain a popular option with parents and there should not be an issue filling the Nursery.

However the situation with offering the 30 hours would be kept under review and governors would be informed if there are any future plans to change it.

There had been a review as to how to provide a more flexible offer to Nursery school parents for the 15 hours but this has proven complex. Now Superkids will extend provision to include Nursery children at both breakfast and after school clubs from September 2017.

8. BUDGET MATTERS

a) To receive a report on the 2016/17 budget (year-end)

The Headteacher reported back.

C & F Committee would meet to review the 2016/17 budget line by line. Governors received a summary of budget information.

It was noted that late in the financial year, it became clear that charges for catering would be greatly reduced as a result of the fact that Lewisham had renegotiated the catering contract with Chartwells. John Ball had budgeted £106K for catering costs and the actual charge was £26,508. This, as well as some underspends in other budget areas, meant that the carry forward from 2015/16 had increased to £152K. The Headteacher said that there would be questions asked at Schools' Forum as to why the vastly reduced catering charges were not known about before.

Going forward, catering costs would be far less than previously budgeted for, which would have a positive effect on the budget.

Steve Cummins asked, would the local authority try to claw back any of John Ball's carry forward amount?

The response was no, the 8% limit on carry forwards had been removed by the local authority.

b) To receive a report on the 2017/18 budget

The C & F Committee would meet on Thursday 20 April 2017 to approve the 2017/18 budget and a report would be given to governors at the next meeting. Also, the C & F minutes would be sent to all governors.

Action: Clerk to list and Dame Erica to send the C & F minutes

All known factors that would impact on the budget would be factored in. This included the Apprenticeship Levy. It is currently unclear how and when the Levy back to John Ball can be used but this is being investigated.

The Headteacher said that there would be a review of priority areas for spend as part of the next C & F and Personnel Committee meetings. Moving to a three form entry school created pinch points, and these needed to be addressed.

The Headteacher reported that there would be changes to increase the number of staff in the administration team. This is in response to the increased number of children on roll and the associated administration the higher pupil numbers generate.

The Headteacher said that he intended to review the Child Protection and Safeguarding roles currently conducted by Jacqui Noakes and Debbie Parish. This work is very intensive and it is expected that additional capacity would be brought in to assist Ms Noakes and Ms Parish. A Learning Mentor role is being considered. Further details would be provided to the C & F Committee. A future update would be given to the Governing Body.

Action: Headteacher

It was noted that the School Business Manager, Julie Joyce, will increase her days from four to five after Easter. Ms Joyce is doing an excellent job at John Ball and in supporting other school business managers in Lewisham.

Tom Weddell asked, would there be opportunities to spend additional funds on resources or curriculum?

The response was that there would be opportunities to spend if this relates to School Improvement Plan priorities. It is important to carefully manage the budget available as further cuts are likely to impact on school budgets in the future.

9. RENEWAL OF SUPERKIDS CONTRACT

The Headteacher said that the time to renew the Superkids contract is fast approaching. Superkids had been independently inspected and graded outstanding.

If any governor wished to form part of the review panel, they are asked to inform the Headteacher.

Action: All governors

10. SCHOOL DAY TIMINGS – proposed changes

The Headteacher said that he is considering changes to the start times of the school day to offer parents who drop off at the Nursery school and also at the main site staggered times.

Initially an EYFS start time of 8.55am was proposed but following discussion, 9.05am was considered a better option.

The Headteacher would consider this and update governors at the next meeting.

Action: Headteacher

11. UPDATES FROM THE COMMITTEES

a) Coordinating and Finance Committee

Dame Erica said that a full report would be sent to governors about the 2017/18 school budget following the meeting on 20 April 2017.

Dame Erica said that the letter to parents in relation to signing up for pupil premium, offers of help and offers of financial support would be reviewed in C & F in the first instance and then sent to all governors for comment. The letter would still be required, despite the positive improvements in the John Ball school budget.

Action: Headteacher

b) Personnel Committee

It was noted that the Personnel committee had met before half term and aspects discussed are included in the Headteacher's report. Staff absence amongst non-teaching staff is an area being monitored and improvements are already being seen.

Matthew Fields asked, did John Ball use a policy for this?

The response was yes, John Ball used the Lewisham model policy.

12. SAFEGUARDING and HEALTH AND SAFETY UPDATE

a) Matthew Fields to give a termly update on Safeguarding and the Single Central Record

Governors received a report following the Safeguarding Link Governors' termly visit on 29 March 2017. Governors would receive this report on a termly basis.

Action: Clerk to note

This detailed report showed that Mr Fields had gone through the Single Central Record checklist and all actions are either complete or pending. Those pending relate to new requirements and these are being actioned. John Ball is doing everything that is legally required in relation to the single central record.

Linda Yue asked, is the Single Central Record electronic?

The response was yes, it is an Excel spreadsheet.

Attached to the report was a summary of a follow up safeguarding meeting held between the Headteacher, Jacque Noakes, Debbie Parish and Matthew Fields.

This showed a thorough analysis of all aspects of safeguarding at John Ball. It included details as to how the school dealt with records of concern. It was noted that a weekly meeting took place at John Ball to review vulnerable children's cases.

The Headteacher flagged up that all staff and volunteers now required a Certificate of Good Conduct if they have lived or worked abroad for a period of over three months, if the person is over the age of 18. The school is addressing this.

Rachel Austin asked, did this include governors?

The response was yes.

It was reported that the Lewisham Safeguarding Lead Natasha Orumbie would be visiting John Ball that term to conduct a safeguarding audit.

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

It was reported that Matthew Fields and Catherine Mulcahy had both undertaken Safer Recruitment training.

13. POLICY APPROVAL

a) To approve the Business Continuity Plan

Governors had received the Business Continuity Plan in advance of the meeting.

The Headteacher reported that he is awaiting a revised model plan on which to base the John Ball model. The Lewisham model plan comes pre populated with information and without it, it is difficult to bring the John Ball one up to date. It was agreed to wait until the Lewisham model had been sent before updating the John Ball model. The Headteacher would chase up the Lewisham model and also mention it to the Executive Director when she visits in May 2017.

Action: Headteacher

The Business Continuity Plan would return to the Governing Body in July 2017.

Action: Clerk to note

b) To approve the Science policy

Governors had received the Science Policy in advance of the meeting.

It was **RESOLVED** to approve the Science Policy. Governors praised the content of the policy.

A review date of two years would be added to the policy.

The clerk would update the policy schedule.

Action: Clerk

14. UPDATES ON GOVERNOR TRAINING

Dame Erica had attended training on governors' self-evaluation.

Sandrine Marionville-Jaines had attended training on SEN.

15. UPDATES ON GOVERNOR VISITS

Nothing to report.

16. ANY ITEMS FOR INFORMATION

Nothing to report.

17. ANY OTHER BUSINESS

Nothing to report.

18. DATES FOR MEETINGS IN 2017

2017	7PM
16 May 2017 – Additional meeting to discuss academisation	Tuesday
18-July-17	Tuesday

It was noted that for 2018, the April meeting date would take into account the data deadline. The Clerk would set the April meeting date for a week later.

Action: Clerk

Chair *Enochwood* Date 10/09/17