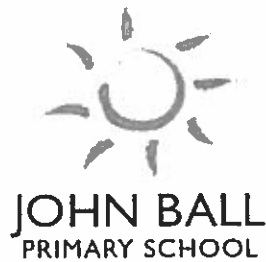


THE GOVERNING BODY OF JOHN BALL SCHOOL



Minutes of a meeting of the governing body held at the school on Monday 18 July 2016 at 7PM.

**Present**

Vanessa Amuah  
Louise Atkins  
Rachel Austin  
Ian Blight  
Steven Cummins  
Angela East  
Matthew Fields  
Sandrine Marionville-Jaines  
Cassie Kiely  
Catherine Mulcahy  
Dame Erica Pienaar (Chair)  
Jarlath Pratt  
Michael Roach (Executive Headteacher)  
Tom Weddell  
Linda Yue (Vice Chair)

**Also present**

Leona Eley (Clerk)  
Julia McCrossen (Head of School)  
Jacqui Noakes (Assistant Head - for Safeguarding items only)

**1. APOLOGIES AND DECLARATIONS OF INTEREST**

Apologies were accepted from Beverley Hards.

**2. WELCOME TO NEW PARENT GOVERNOR STEVEN CUMMINS**

New parent governor Steve Cummins was welcomed to the governing body.

**3. MINUTES OF THE LAST MEETING HELD ON 19 APRIL 2016**

**a) MATTERS ARISING**

**o Update on the status of the Attendance policy**

The Executive Headteacher thanked Catherine Mulcahy for her further work on this policy. The Executive Headteacher said that the revised Attendance policy would assist when having conversations with parents who were habitually late.

**o Update on the Food Policy**

The Food Policy had been approved at the last governing body meeting in April 2016.

At that stage, it had been agreed to communicate the policy to parents in a shortened format and also to place information about the Food Policy in the school newsletter.

A pamphlet had been prepared for parents which included the key messages from the Food Policy.

The Executive Headteacher said that the pamphlet was not in its final form and revisions were required. Further advice and guidance was being sought by Debbie Parish.

The intention was to put the pamphlet out to parents in September.

Governors felt that the section that included references to calories should be revised.

Steven Cummins, who worked in the field of public health, said that the pamphlet did not currently comply with London Schools Healthy Eating Guidance and this guidance should be considered.

Steven Cummins would work with Debbie Parish in order to make revisions to the pamphlet.

**Action: Steven Cummins and Debbie Parish**

Catherine Mulcahy also offered her assistance to work on the pamphlet.

**Action: Catherine Mulcahy**

Governors would be given a further update at the next meeting.

**Action: Clerk to list**

o **Update on the financial procedures**

The financial procedures would come to the next meeting of the governing body to be approved once the C and F committee and revised them.

**Action: Clerk to list – MR to add to C and F agenda**

o **Budget 2016/17**

Rachel Austin was thanked for sending additional information about the 2016/17 budget to governors.

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

It was agreed to take the items on Safeguarding first to enable Jacqui Noakes to leave afterwards. These minutes reflect the order of items in the original agenda.

**5. GOVERNING BODY MATTERS**

a) **Co-opted governor vacancy**

Governors considered the sole remaining vacancy on the governing body, which was for a co-opted governor.

First governors considered if the runner up parent who had applied during the recent parent election could be a possibility. This parent had experience in the field of healthcare and in particular in mental health. Some governors favoured this approach.

The Executive Headteacher reminded governors that the governing body contained a number of John Ball parents already and that it might be a good idea to look outside the parent body for a candidate.

Rachel Austin made the point that, as the governing body was considering its future options, it might be a good idea to postpone filling this vacancy until such time as there was more clarity. A future potential co-opted candidate might be able to bring new or different experience which would be helpful to the John Ball School governing body. Rachel's idea was supported on the governing body.

The Chair asked governors to consider if they knew of any suitable candidates for co-option. Governors were encouraged to do this during the summer holidays.

**Action: All governors**

Following the summer, a further discussion would take place about prospective candidates.

**Action: Clerk to list**

## **6. SENIOR LEADERSHIP REPORT**

The Senior Leadership Report had been circulated to governors in advance of the meeting.

A second version had been sent, this time with up to date attendance figures and SEN data.

### School roll

The Executive Headteacher said that the John Ball School roll was healthy, although some spaces had appeared in the school as a result of two families, each with a number of children, who had left the school. The challenge would be to ensure that as many spaces as possible were filled by the time of census day to ensure that the highest level of funding per child was achieved.

Children could not be removed from roll until it was known exactly where the child had re-enrolled.

582 children were on roll at the end of the summer term 2016.

### Attendance

Attendance figures were up from last year. The team had worked hard to achieve this. The attendance of all pupils as of July 2016 was 96.82%. Of particular note was the fact that the gap between the attendance of PP vs Non PP pupils had reduced to -0.1%.

**Jarlath Pratt asked about the recent court case in the Isle of Wight where the parent won the right not to be fined for taking his daughter out of school for a term time holiday?**

The response was that the advice from the Department for Education was to continue to apply the policy as before.

It was reported that John Ball School had not asked for any parent to be fined for taking a term time holiday.

### SEN

The Executive Headteacher made the point that, due to budget pressures, in order to continue to afford the Mary Dolly counselling service, cuts had to be made to speech and language provision. The SLT consider that counselling needs were just as great as SALT needs.

### Staffing

The school would be fully staffed from September 2016. A new premises manager had been hired and would start shortly.

### Finance

The Senior Leadership Team report contained a section on finance. The three year budgets had been sent to Lewisham in May 2016 in time to meet the local authority's deadline.

### Achievement update

The following end of year results were reported in the Senior Leadership Team report.

The lowest and highest Lewisham figures were given, as well as the national figure, to enable governors to assess where John Ball children had performed in relation to others locally and nationally.

## EYFS

79% of children achieved a good level of development in all areas.

## Year one phonics check

90 % of children passed the year 1 phonics check.

## Key stage 1

85% of children achieved at expected in reading (37% at greater depth)

82% of children achieved at expected for writing (24% at greater depth)

84% of children achieved at expected for maths (32% at greater depth)

## Key stage 2

85% of children achieved at expected or above at reading

82% of children achieved at expected or above in writing

84% of children achieved at expected or above in maths

85% of children achieved at expected or above in SPAG

End of year attainment figures for all other year groups were provided in the Senior Leadership Team's report.

It was noted that all pupil premium children across years 1 to 5 had achieved at expected levels in reading, writing and maths and had made the expected progress.

It was noted that John Ball pupils had done exceptionally well.

Thanks were given to all staff from the governing body.

The Executive Headteacher said that the national progress level was not yet known and would be reported to the governing body in the autumn term.

**Action: Clerk to list**

The Executive Headteacher said that nationally and locally, the reading attainment figure had been lower than at John Ball. In John Ball, the current year six had experienced whole class comprehension exercises and moved away from group guided reading. Reading for enjoyment was still promoted and the new school library was now completed and open. Big Reading methodology will be introduced from September across KS1 and 2.

It was noted that the Key Stage 1 cohort have been engaging with Maths Mastery this year and from September the school will be involved in 2 NCETM projects to investigate this further.

**Ian Blight asked about the "at above" figures and why these were so inconsistent across years groups?**

The response was that there was a huge spread of ability between year groups.

**Steven Cummins asked about the variation in results across subjects?**

The response was that it was to do with the way that Learning Ladders operated. For example, there were many more criteria that the children needed to achieve at Maths than for reading. It therefore took longer for children to obtain each of these and hence, it might appear that results were lower in Maths.

Ian Blight said that there was a lot of data to take in. It would be good for governors to have key messages from the data, for the first governing body meeting in the autumn term. Governors could also be sent information about how the teaching strategies were being adjusted to meet the challenges of the new tests, now that there was more awareness around the tests.

This was agreed for the next meeting.

**Action: Headteacher to provide key messages and information about changes to teaching practice to the next governing body meeting**

Teaching and learning update

A final round of observations had taken place. The Senior Leadership Team's report contained an update on this and it was reported that the all teachers including NQTs had successfully passed their final assessments.

Update on the school improvement plan

The Senior Leadership Team's report contained an update on this. The SIP review of 2015/16 and ideas for the 2016/17 SIP would be discussed further at a later date.

Update on premises

A fire drill had taken place that day (18 July 2016) and the school was evacuated successfully and in a timely manner.

**Steve Cummins asked about lettings. Could additional income be generated for the school by lettings?**

The Executive Headteacher said that the school was active in seeking lettings. At the moment lettings accounted for a five figure income sum annually. The terms of John Ball's Safeguarding policy applied to all those who used school premises.

Report from the pupil parliament

The Senior Leadership Team's report contained an update on this and it was reported that the pupil parliament helped to raise £1700 for the NSPCC.

**7. UPDATE ON FUTURE OPTIONS FOR JOHN BALL SCHOOL**

This discussion is recorded in the confidential items.

**8. UPDATES FROM THE COMMITTEES AND WORKING GROUPS**

**a) Coordinating and Finance Committee**

Dame Erica reported from the recent committee meeting.

Dame Erica said that the "School Minor Works Programme" required the school to pay a £15,500 contribution towards electrical installation. £12,000 of this would be paid via a Government loan scheme.

Dame Erica said that a balanced budget was returned to the local authority.

The school budget was anticipating a cut of 1.5% in the next financial year due to the national funding formula consultation outcome. (Since the meeting, the Government announced that this would be delayed until 2018). Increases in national insurance contributions and increased in staffing costs were also included in the 2016/17 budget.

Dame Erica said that there might be a need to reduce costs in future years and it may be necessary to consider the number of teaching assistants in class in the future.

**(b) Personnel Committee**

Governors had received the minutes from the most recent Personnel Committee from Linda Yue, its chair.

If governors had any questions about matters in the minutes, there were advised to contact Ms Yue.

**(c) Communications working party update**

Dame Erica gave the update.

Dame Erica had received three comments from parents.

One was a request from a parent to have an informal update on the work of governors. It would be considered if a small article could be included in JBuzz although governors were conscious that JBuzz must not become overly long. Dame Erica would liaise with JBuzz on this issue.

**Action: Dame Erica**

The next was a request for an earlier drop off time in the morning.

The last was a request for destination data for year 6 children.

## **9. SAFEGUARDING UPDATE**

### **a) Single Central Record**

Matthew Fields had checked the single central record the previous week and it had been found to be up to date. A few aspects had been identified and these were being addressed. An electronic single central record would be a good next step.

### **(b) Any safeguarding training undertaken by governors or staff**

Some aspects of staff training in relation to safeguarding are reported under item 10 c.

It was noted that all governors shared collective responsibility for safeguarding John Ball children.

Catherine Mulcahy and Angela East had attended safeguarding training.

The Executive Headteacher said that all governors should take online Prevent training. The Executive Headteacher would arrange for a link to be sent out to governors in order for governors to complete this training.

**Action: All governors**

## **10. POLICY APPROVAL**

### **a) Health and Safety policy**

Angela East and Julia McCrossen were thanked for their work on the health and safety policy.

The Asthma Policy had been extracted and would come to the governing body for approval in the autumn term.

**Action: Clerk to list**

The Medical Conditions Policy had been updated and a flow chart added.

This would come to the governing body for approval in the autumn term.

**Action: Clerk to list**

It was **RESOLVED** to approve the Health and Safety policy.

### **b) Child Protection / Safeguarding policy and contained within this, the Statement of procedures for dealing with allegations of abuse against staff**

It was noted that contained within the Safeguarding policy was the Statement of Procedures for Dealing with Allegations of Abuse Against Staff.

The Executive Headteacher said that following new legislation and an audit at Torricon School, new aspects had come to light which influenced the content of the John Ball Safeguarding Policy. The policy had been revised accordingly.

Government advice was changing constantly and it was essential to be vigilant to the regular updates that came out of Westminster. The Executive Headteacher said that the policy may need to be reviewed more frequently (termly) as a result of this. The policy may need to return to the governing body more frequently than annually too however it would remain as an annual review at this stage.

**Action: Clerk to note**

New additions to the policy included:

- References to child sexual exploitation
- A more robust section of female genital mutilation including a duty to notify police
- A section on private fostering which, if known about, must be reported to the local authority

Vanessa Amuah advised the Executive Headteacher of three amendments; inclusion of the word "Torricon", and incomplete sentence and the wrong numbering. These would be addressed.

**Action: Executive Headteacher**

Also, Vanessa Amuah said that in appendix 1 the definition of child abuse referred more to neglect. The Executive Headteacher might wish to consider the Working Together to Safeguarding Children document 2015 for a definition.

**Action: Executive Headteacher**

**Linda Yue asked about the work that Karlene Phillips undertook to assess if any girls who attended John Ball School might be vulnerable to the risk of female genital mutilation and to prevent the FGM taking place in the first instance?**

The Executive Headteacher replied that this work had involved assessing children's countries of origin and cross referencing those against countries where FGM was a particular problem. If a request for travel came in, the school now asked parents for evidence of flights and so it might be possible through this, to assess if girls were travelling to these particular countries.

Jacqui Noakes described the process when vulnerable John Ball children transferred to secondary school.

- Jacqui Noakes would speak to the lead safeguarding officer at the new school.
- She would send, with a copy of the child's records, a stamped, self-addressed envelope and a pre prepared letter with the paperwork.
- The new school would then return the letter in the stamped envelope to confirm that they had received the child's information.
- A follow up call would be made if the letter was not returned
- The child's records would be kept on file at John Ball until their 25<sup>th</sup> birthday

The Chair stressed the extremely high importance of safeguarding children, particularly at key times such as when a child went off roll due to a move away. This responsibility also extended if a child left the country, and lasted until the school received confirmation that the child was in a new school.

**Catherine Mulcahy asked about the inclusion of the word "boyfriend" under the grooming section. Should this term be extended as women could also groom children?**

The Executive Headteacher would ask for clarification about this.

**Action: Executive Headteacher**

It was **RESOLVED** to approve the Safeguarding policy and, within it, the Statement for Dealing with Allegations of Abuse Against Staff.

**c) Annual Safeguarding report to governors**

Governors had received an annual safeguarding report to governors. This had been prepared by Jacqui Noakes and Debbie Parish.

The report noted that all staff had received the annual update on the school's Safeguarding policy.

All staff had received level 1 safeguarding training at the bi annual half day (training led by Daphne McKenna). Jacqui also reported that there was a clear system in place for tracking staff who had missed training and ensuring they got caught up.

Michael Roach and Jacqui Noakes had undertaken designated lead safeguarding training.

All staff and support staff had received training on Prevent.

Michael Roach said that there had been a marked increase in the amount of safeguarding work being undertaken in school. This work could be very time consuming.

Although referrals from John Ball had gone down, sometimes other agencies would make referrals and the school would become involved.

There might be a need to look at the staffing structure around safeguarding and how safeguarding work was apportioned in the future.

The Executive Headteacher said that he felt that safeguarding was well managed at John Ball and that children were safe in the main, and for those who were not, that there was a good team around the child.

**11. UPDATES ON GOVERNOR TRAINING**

Governors' safeguarding training had already been reported on.

**12. UPDATES ON GOVERNOR VISITS**

**a) Governors visits regarding Looked After Children and Special Educational Needs**

Louise Atkins reported that she and Sandrine Marionville-Jaines had visited the school in their capacity as joint SEN and LAC lead governors. The governors visited termly to monitor wellbeing and track progress for these pupils.

**b) A day in the life of a SATs paper**

Angela East had visited the school during SATs week to check on processes and see how the children were.

**13. ANY ITEMS FOR INFORMATION**

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

Governors had received the governors' information pack at the start of the summer 2016 term. There were a number of relevant articles in the pack. Governors were encouraged to read the articles in the governors' information packs

**(b) Governors' details on Edubase**

The clerk reported that from 1 September 2016, all governors' details would be required to be stored on the Department for Education's database, Edubase. This included governors' names and addresses and categories.

At this stage, the process for logging the details was not exactly clear. It would be the duty of the school to do this.

The clerk would send Vikki Amner further details, when these were known.

**Action: Vikki Amner and Clerk**



**(c) Change of budget submission deadline for 2017 to 1 May 2017**

It was noted that Schools' Forum had voted to bring forward the date of submission for schools budgets from 2017. The new date of submission would be 1 May 2017.

At John Ball, approval of the school budget was delegated to the C & F committee. The C & F Committee chair noted this new date of submission.

Action: Dame Erica

**14. ANY OTHER BUSINESS**

**a) Anti-bullying policy**

The Executive Headteacher reminded governors that they had been sent this policy alongside the other papers for the 18 July meeting.

Linda Yue queried the use of the term, "victim" in this policy.

Governors were asked to review the policy and send in any amendments to the Executive Headteacher.

Action: All governors

The policy would return to the next governing body meeting for approval.

Action: Clerk to list

**15. DATES FOR MEETINGS IN 2016/17**

It was RESOLVED to agree the following dates for governing body meetings in 2016/17:

2016/17	Time
10-Sept-16 (or possibly 17 September 2016)	Saturday 10am – 12 pm
11-Oct-16	Tuesday 7pm
24-Jan-17	Tuesday 7 pm
18-Apr-17	Tuesday 7pm
18-Jul-17	Tuesday 7pm

Chair Erica Steenaat Date 30.1.17