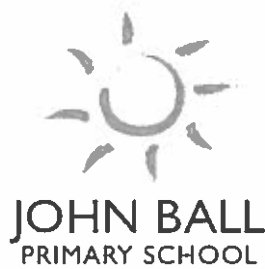


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THE GOVERNING BODY OF JOHN BALL SCHOOL



**MINUTES OF A MEETING HELD AT JOHN BALL SCHOOL ON TUESDAY 18 JULY 2017 AT 7PM**

**Present**

- Vanessa Amuah
- Rachel Austin
- Ian Blight
- Steven Cummins
- Angela East
- Matthew Fields
- Bev Hards
- Sandrine Marionville-Jaines
- Catherine Mulcahy
- Dame Erica Pienaar (Chair)
- 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 and accepted from Jarlath Pratt and Julia McCrossen.

There were no declarations of interest.

**2. TO APPROVE THE MINUTES OF THE LAST MEETINGS**

**a) To approve the minutes of the meeting held on 18 April 2017**

It was **RESOLVED** to approve the minutes of the meeting held on 18 April 2017 and to sign them as a true record.

**b) Matters arising from the meeting held on 18 April 2017**

**i. Protocol for staff around use of Do Jo accounts and write to parents re Do Jo accounts**

Michael Roach said that he had briefed staff on the expectations for using the Do Jo accounts. These accounts are not to be used to discuss individual pupil matters beyond sharing photographs of activities or short class updates. If a matter first discussed on Do Jo, evolves into a conversation with a parent, then teachers are clear they should switch to their LGFL accounts to continue the communication.

The Headteacher explained that there had been two articles in JBuzz to parents about the proper use of Do Jo accounts. A further update will be given at the start of the new academic year to include new Reception parents.

In this way, staff and parents are aware of the proper, safe use of Do Jo accounts.

**ii. Update on proposed school day timings**

The Headteacher said that a decision has been taken not to change the times of the school day but will be kept under review.

**iii. Update on renewal of Superkids contract**

A meeting had taken place with Superkids in relation to renewing the contract. Catherine Mulcahy had been involved in the review of the Superkids contract. An interview was held with the Superkids Managing Director and Club Manager. A range of questions had been asked of them.

Superkids had conducted an internal Ofsted-style inspection of themselves (as their current Ofsted rating is outstanding they are not due a visit from Ofsted). The provision is very good and the consultant felt that they remained OS+.

Following this, it had been decided to renew the Superkids contract for another 2 years to provide wrap around care at John Ball.

Superkids have been asked to focus on expanding their provision in line with the growth of the school and this would feature in their future plans. Another feature of Superkids' future plans is improving the experience of older children.

**iv. A full list of actions had been included with the agenda papers and all actions from 18 April 2017 are complete or included in this agenda**

This was noted.

**c) To approve the minutes of the extraordinary meeting held on 16 May 2017**

It was **RESOLVED** to approve the minutes of the extraordinary meeting held on 16 May 2017 and to sign them as a true record of the meeting.

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

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

**4. GOVERNING BODY MATTERS**

**a) Update on the co-opted governor vacancies (2)**

There are two vacancies for co-opted governors on the John Ball governing body.

It was agreed to consider the issue of the co-opted vacancies at the next C & F meeting.

**Action: Clerk to note**

**5. LEADERSHIP REPORT**

Governors received the Headteacher's report in advance of the meeting.

**a) School roll**

There are 581 pupils on roll as of July 2017.

The Headteacher reported that there is high pupil mobility at the school and this had resulted in increased in year admissions. A number of children had started at John Ball since September 2017 and this number equated to 7% of the total school population.

The school is predicted to be full in September 2017. There had been 400+ applications for reception class places, the highest in recent times.

**b) SEN update**

As of July 2017, at John Ball 50 pupils receive SEN support, 8 with Education Healthcare Plans (EHCP) and three with statements.

A new learning mentor and admin assistant have been employed to help the SEN team.

John Ball has recruited for 5 Learning Support Assistants to meet the needs of 3 new EHCPs agreed in the summer term and 2 pupils identified as having a high level of ongoing emotional need.

The Headteacher said that delays with the Lewisham SEND team are delaying children receiving their assessments.

**Linda Yue asked why there is a delay at Lewisham?**

This is due to recruitment issues and capacity at the local authority within the SEND team.

**Vanessa Amuah asked if the SEND service is delivered through a service level agreement?**

No it is a statutory service provided by the local authority.

**c) Financial audit**

The Headteacher reported that a financial audit had taken place the previous week. This happens every three years.

The audit had been rigorous and intensive. The outcome of the audit is still unknown but feedback given verbally following the audit had been positive. A full report on the audit would be given at the next meeting.

**Action: Clerk to note**

Following the audit, it has been decided to ask the clerk to clerk the Co-ordinating and Finance and Personnel committee meetings. Dates have been sent for meetings throughout the year and appear at the end of these minutes.

**d) Premises update**

It was noted that a roof repair is required. Ian Blight said that he was a governor at the school at the time the roof was installed. There are guarantees for the roof that are still in date. The guarantees should cover the cost of the repairs. The Headteacher would ask his team to look into the issue of the guarantee.

**Action: Headteacher**

There had been a successful planned fire evacuation, held on 4 April 2017.

There had been a successful unplanned fire evacuation held on 4 July 2017.

Fire evacuation plans need to be reviewed from September 2017 as Michael Roach and Julia McCrossen may not be on the premises all the time and other staff will need to be responsible during a fire evacuation.

**Steve Cummings asked about the fire safety information in the Headteacher's report?**

Lewisham Council has led a review of buildings following the Grenfell fire disaster. This has included a review of John Ball. The premises officer's opinion of the fire rating/safety of all John Ball buildings is that they are fit for education purposes and there is a good fire safety rating.

**Vanessa Amuah asked about the budget for the works awaiting?**

It is not a significant amount required and the budget will come out of the capital budget and carry forward to pay for these.

**e) Staffing update**

Governors received a detailed report of staffing in the Headteacher's report. This included an organisation chart. The Headteacher reported that the school is fully staffed for September and there have been no issues with recruiting to John Ball.

As the school grows, the Governing Body would need to return again to look at the management and leadership structure ie review the roles and responsibilities of Senior Leaders as the school expands further.

**f) Update about the new learning mentor role**

A learning mentor has been appointed. This person is Anthony White and he has commenced his role. Sandrine Marionville-Jaines was involved in the interviews for the position.

Anthony will be working 35 hours per week over 4 days. He will have an initial probationary period.

**g) Attendance and punctuality update**

The end of year attendance is 96% set against a target of 97%.

The attendance is affected by around 4 or 5 pupil premium families with poor attendance. Support is being given to these families.

The Headteacher reported that John Ball had a register audit, something that the Local Authority has a statutory duty to do on an annual basis. John Ball received 97% in the register audit. Very few minor areas showed up on the audit to be addressed and all would be actioned. Matthew Fields was there for part of the register audit.

A new system from Lewisham designed to map and track attendance has been received. It will be a useful tool to tackle poor attendance, especially pupil premium attendance.

**Linda Yue asked do children with an EHCP get special dispensation when attendance figures are reported?**

No this does not happen. The staff at John Ball have case studies around certain children's low attendance and would be able to explain individual children's circumstances and actions taken to address poor attendance.

**Vanessa Amuah said to what extent could there be calculating errors in the attendance figure?**

The Headteacher explained that there is a filtration system that picks up errors, although human error is always possible. The school has recently changed its processes again in light of the recommendations from a SCR over the death of a young child in a North London LA. If a child is not accounted for by 1.15pm and phone calls to the family have not yielded a response, a visit is paid to the child's home address. This ensures that there is not a child unaccounted for and possibly at risk in the community.

The Headteacher said that attendance and safeguarding are linked. The learning mentor will be able to give capacity to Debbie Parish for her work in this area.

**h) Pupil progress and attainment update**

Governors received the John Ball results for 2017.

83% of Reception children had achieved a good level of development. The national attainment figure is 70.7%.

82% of children passed the year 1 phonics check. 81.3% is the national attainment figure. The pass rate in 2016 was 90%.

The lower pass rate in 2017 is attributed to the larger cohort (120 children as opposed to 60) and the high pupil mobility into year 1. Five of the six children who have arrived into year 1 since January have gaps in their education.

Children who do not pass the phonics test in year 1 have the chance to re-sit in year 2. Any children who do not pass in year 2 receive intervention in years 3 and 4.

The Key Stage 1 results are:

Reading at expected level 86% (46% higher level) (75.5 % national)

Writing at expected level 83% (31% at higher level) (68% national)

Maths at expected level 85% (41% at higher level) (75% national)

The Key Stage 2 results are:

Reading at expected level 90% (55% higher level) 71.5% national

Writing at expected level 96.7% (48% higher level) 76.3% national

Maths at expected level 88% (44% higher level) 74.8% national

Grammar, punctuation and spelling 90% (38% higher level) 76.9% national

Combined R, W & M 85% (27 higher level) 61.1%

The overall attainment at John Ball is very strong. Governors received a written account of why the attainment and progress is so strong from the year 6 phase leader. One reason is due to PIXL tracking. Where children's progress is closely tracked and monitored, it is easier to see those children who are not making the expected levels of progress. PIXL will be used in years 3, 4 and 5 from next year to ensure that children lower down the school are making expected progress and receiving early intervention where required.

**Tom Weddell asked how will PIXL be used for these groups?**

To track progress, plan and ensure that all children are making good progress.

The Headteacher said that pupil premium attainment remained an area of development. Although the attainment of pupil premium children at John Ball is above the attainment nationally for all children, there is still a gap between pupil premium children and non pupil premium children at John Ball for reading and for all subjects at greater depth. He reminded governors that Ofsted are most interested in the gap between PP children in school and all other pupils nationally. A comparison on this had been provided in the HT report but the "all other" national figure won't be known until the Autumn term.

The Headteacher said that there would be a Pupil Premium review in the form of an external audit carried out at John Ball. This audit would seek to identify areas where improvements and changes can be made that will boost pupil premium children's attainment and bring them closer to their John Ball peers and continue to outperform all other pupils nationally.

Staff were thanked for their hard work in delivering the 2017 results.

It was noted that the current year 5 cohort are a more challenging cohort and the 2018 results are unlikely to be as strong as the 2017 results. In order to offer more support, the new year 6 cohort will be given very strong teachers and additional support (Sophie Cole will be leading and supporting the year group part time in addition to the year 6 teachers).

**i) Even better ifs**

Governors received an update on the Even Better Ifs from the Challenge Partners report.

Governors received a short presentation from Tom Weddell. This showed governors the year 6 curriculum Big Picture overview.

The Headteacher showed governors a staff year planner. For 2018, there is to be even more rigor and structure applied to pupil progress monitoring and tracking. The staff planner showed when staff would hold pupil tracking meetings, when data and books would be checked and new targets set. The increased level of quality assurance and monitoring of planning alongside book scrutiny, data checks, lesson observations and learning walks as well as improved exemplification of expectation of all of these should see further improvements in the consistency of learning and teaching across the school. Extra non-teaching time has been scheduled for the phase, English and Maths leads to manage this piece of work.

Another feature will involve filming teachers to evaluate and help improve their performance.

**Ian Blight asked how this relates to performance management?**

Teachers' performance is linked to their pay and recommendations following teacher appraisal are fed into the Pay Committee annually.

**j) School Improvement Plan 2016/17**

Governors received an update on the 2016/17 SIP in the Headteacher's report. There were no further questions.

**l) School Improvement Plan 2017/18**

An education consultant has worked with the HT to develop a clearer School Improvement Plan for 2017/18. This was something that had been identified at a Governing Body meeting by Catherine Mulcahy.

Governors received the 2017/18 school improvement plan, although not in its final form. Governors would also be linked to SIP targets.

Governors discussed holding a review of governance next term. This would include how governors can be helpful to the school.

A SEF will be presented at the first full GB meeting on October 10<sup>th</sup> 2017.

**6. RECENT LETTERS TO JOHN BALL PARENTS**

**a) Any responses to the letter in relation to finance**

No responses from parents have been received.

**b) Any responses to the letter in relation to academisation / the Headteacher's secondment to Lewisham Learning**

No responses from parents have been received. Michael Roach was congratulated on his secondment to Lewisham Learning.

**7. UPDATES FROM THE COMMITTEES**

**a) Coordinating and Finance Committee**

- **Update to Governors on the 2017/18 John Ball School Budget**

The Headteacher reported that the final carry forward from 16/17 was £8223 of capital and £154,283 revenue.

Although the three year budget plan does show small 'in year' deficits, since the budget was set, there have been staffing changes which are likely to see these in year deficits disappear.

The school business manager would review the budget in the light of these staffing changes and a revised budget would be brought to C&F.

**Action: SBM and Clerk to note**

- **C & F Committee 29. 6. 2017**

The Finance Manual had been approved at this committee.

**Clerk to note**

The Debt Recovery Policy had also been reviewed. No child would go hungry on account of their parents' debt to school meals.

The School Fund has been audited by a professional accountant.

Virements were approved in relation to the capital and revenue budgets.

**b) Personnel Committee**

The issue of overseas checks were discussed. The local authority is seeking further advice in relation to these and a further update would be given at the next meeting.

**Action: Clerk to note**

The issue of IR 35 was also discussed. This was in relation to music teachers. It is best practice for parents to pay the music teachers directly to avoid any future tax implications.

**8. SAFEGUARDING and HEALTH AND SAFETY UPDATE**

**a) Annual Safeguarding Report to Governors**

Governors received the annual safeguarding report to governors. John Ball had also received a visit from Natasha Orumbie, Lewisham's safeguarding lead, who looked at safeguarding practice and awarded John Ball 98% compliant.

Matthew Fields was thanked for his hard work in relation to safeguarding throughout the year.

There were no further questions on the safeguarding report.

**b) Single Central Record check update**

The single central record had been checked during the term as part of Natasha Orumbie's visit and is compliant and up to date.

**c) Overseas checks for staff and governors**

This has been covered under the Personnel Committee minutes.

**d) Safeguarding or health and safety training undertaken by governors or staff**

Full details of all governor safeguarding or health and safety training is reported to governors in the annual safeguarding report to governors.

Vanessa Amuah attended training on serious case reviews.

**9. POLICY APPROVAL**

**a) To approve the Child Protection / Safeguarding Policy and the following appendices**

Governors had received the Child Protection / Safeguarding Policy. Contained within it are the Private Fostering Policy, Escalation policy (Resolving Professional Differences) and the Allegations of Abuse Against Staff Policy.

It was **RESOLVED** to approve the Child Protection / Safeguarding Policy and the Private Fostering Policy, Escalation policy (Resolving Professional Differences) and the Allegations of Abuse Against Staff Policy.

**b) Separated Families Policy**

Governors had received the Separated Families Policy.

It was **RESOLVED** to approve the Separated Families Policy.

**c) To approve the Business Continuity Plan**

Governors had received the Business Continuity Plan.

Ian Blight said that the school should make enquires as to how, in the event of a total loss of data, the data can be recovered effectively. This will ensure that there is confidence surrounding any data recovery. The Headteacher would ask the school business manager to look into this.

**Action: Headteacher**

There were a few typos and insertions required. Angela East would proof the document and send in the amendments.

**Action: Angela East**

Subject to these amendments, it was **RESOLVED** to approve the Business Continuity Plan.

**d) Capability Policy**

It was noted that this is a Lewisham standard policy. For this reason, it was recommended that the policy is adopted without amendments, otherwise these would need to be approved by the teaching unions and by the workforce.

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

**e) Privacy Notice**

This would be considered at the C & F Committee at its next meeting.

**Action: Clerk to note**

**e) Lockdown Policy**

This would be considered at the next governing body meeting.

**Action: Clerk to note**

**f) Educational Visits Policy**

This would be considered at the next governing body meeting.

**Action: Clerk to note**

**10. UPDATES ON GOVERNOR TRAINING**

Erica Pienaar had attended training on managing parental complaints to Ofsted.

**11. UPDATES ON GOVERNOR VISITS**

Sandrine Marionville-Jaines had visited the school and attended in her capacity of Link Governor for Looked After Children. She had been impressed by the LAC's education and care plans. One looked after child who had left John Ball last year but who had siblings at the school, continued to receive assistance and support.



A recent Year 6 production of the Lion King had been attended by some governors and the Chair.

**12. ANY ITEMS FOR INFORMATION**

**a) Summer term Governors' Information Pack items**

Governors had received the summer term 2017 Governors' Information Pack. Governors were recommended to review the GIP which contains a wide range of useful information.

**13. ANY OTHER BUSINESS**

There would be Governors' Day on Saturday 9 September 2017 from 10 am – 12 pm.

**Action: Governors to note**

**14. DATES FOR MEETINGS IN 2017/18**

Governors **NOTED** the following dates and times for 2017/18.

| <b>Committee dates</b>   | <b>Governing Body dates – all 7PM</b>      |
|--|--|
| Thursday 14 September 10am – 11.00 am<br>Personnel Committee<br>Thursday 14 September 11.00 am – 12 pm<br>C & F Committee          | Tuesday 10 October 2017                    |
| Pay Committee 18 October 2017 at 10AM  |  |
| Thursday 14 December 2017 10 am – 11.00 am<br>Personnel Committee<br>Thursday 14 December 2017 11 am – 12.00 pm<br>C & F Committee | Tuesday 16 January 2018                    |
| Thursday 22 March 2018 10 am – 11.00am<br>Personnel Committee<br>Thursday 22 March 2018 11 am – 12.00pm<br>C & F Committee         | Tuesday 24 April 2018<br>(Budget approval) |
| Thursday 21 June 2018 10 am – 11.00 am<br>Personnel Committee<br>Thursday 21 June 2018 11 am – 12.00 pm<br>C & F Committee         | Tuesday 17 July 2018                       |

Chair Graduates Date 10/09/17