

**JOHN BALL SCHOOL
GOVERNING BODY
MINUTES OF MEETING
TUESDAY 27 JANUARY 2015**

PRESENT: Dame E Pienaar Chair
Mr N Appiyah
Mr I Blight
Ms A East
Mr M Fields
Ms K Jenkins
Ms C Kiely
Ms J McCrossen
Ms S Marionville-Jaines
Mr J Pratt
Mr M Roach
Mr T Weddell
Ms L Yue

IN ATTENDANCE: Mr J Bramson Clerk

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| 1 | <p>APOLGIES AND DECLARATIONS OF INTEREST</p> <p>1.1 Apologies: Ms B Hards 1.2 Approval of Apologies: Ms B Hards 1.3 Absent: None 1.4 There were no declarations of interest</p> | Clerk |
| 2 | <p>MINUTES OF THE LAST MEETING AND ACTIONS ARISING</p> <p>a) Minutes – 21 October 2014. b) Matters arising None</p> | |
| 3 | <p>GOVERNING BODY</p> <p>a) Appointments Parent governor election letters had been sent out but so far there had been no nominations put forward. Governors discussed talking to parents to encourage nominations. It was noted that there was a training course in the GIP on working with parents in the community as well as a Role of the Governor course. Ms East had agreed that she would like to renew as a co-opted governor but if there was a shortage of nominations, then she may want to continue as a parent governor.</p> <p>b) Reconstitution The Clerk informed governors that the submission to Mayor’s Office for the new constitution of the governing body had been agreed. It was subject to the Scrutiny panel possibly challenging the constitution but it</p> | |

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| | <p>was not likely. Once agreed, the governing body would need to re-constitute at its next full governing body meeting. Governors were informed that this would entail those former Community governors as well as those governors who were previously in staff governor and LA governor roles but were surplus to the maximum requirement (one per governor type), would need to be co-opted onto the governing body. In addition, the positions of Chair and Vice Chair would need to be elected in the meeting.</p> <p>c) Review of committee terms of reference The Executive Headteacher informed governors that the original document that he had compiled had been erased from his system and meant that he would need to compile it again. Governors agreed to defer this item to the next meeting.</p> | Clerk |
| 4 | <p>REPORTS FROM COMMITTEES</p> <p>a) Coordinating & Finance Committee The Chair informed governors that the committee had discussed an issue regarding two staff members who had been overpaid. The error had been identified at the LA end of the process; the school had been acting appropriately and the LA had agreed it would not ask the school to make the reparations. They would also amend their pay accordingly. The staff members were currently working with a professional organisation to assess their legal position. The overpayment had occurred over a period of two years. The Chair noted that this may not be an isolated issue as the Single Status exercise had affected all schools.</p> <p>The school was working under increased budgetary pressure through support staff getting a 2.2% increase against the budgeted 1% increase. This was compounded by long-term sickness absence and one staff member on a long case in their jury service. The committee had looked at underspends to see what virements could be made. The school was being very prudent and would need to use its surplus, although it had been calculated that a surplus of £31k would remain which was not as bad as first thought. The Direct Schools Grant had been allocated and was the same as last year, despite the fact there will be pay increases to factor into the budget. It would therefore be imperative to manage the budget for the school very carefully next year. A governor asked: Did the school have insurance to cover support staff sickness absence? There was no insurance available for support staff, only for teachers. However, the Executive Headteacher had noted that Torridon school had an insurance mechanism and would investigate this further.</p> <p>The school kitchen had received a low rating and the hygiene was deemed to be inadequate. The Executive Headteacher had checked the meaning of this online and discovered that the issue was mould at ceiling height through condensation on the windows. This had not been dealt with at the time of the inspection but had since been addressed. It was noted that the kitchen would be gutted in May in any case. A governor asked: Had Chartwell's been reappointed as the caterers? It was not known yet as the contract was not due to be awarded until May. Governors discussed the issues with school dinners and the variability across different schools. It was noted that often the quality of dinners depended on the staff in the kitchen. A</p> | Ex-HT |

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| | <p>governor asked: Was there a way to give incentives to improving the dinners? No, but giving feedback to Chartwells could inform their service. The Head said that since his last contact with Chartwells the school had had three different cooks. The current cook was good but was off sick at present. Governors discussed considering exiting the LA contract but noted that this would take time and a lot of consideration and management. It was agreed that this may be a consideration in the future but not at this stage.</p> <p>b) Personnel Committee The Committee that all pay reviews had been conducted and six applications had been made to go through the threshold. Four applications had been approved and factored into the budget. The other two were refused. A governor asked: Had those people been given targets to work to in order to achieve the threshold? Yes, staff were aware of what they needed to do next time.</p> | |
| 5 | <p>EXECUTIVE HEADTEACHER'S REPORT</p> <p>The Executive Headteacher gave his report and offered governors the opportunity to put forward questions.</p> <p>Absence – Governors noted that the level of attendance had been badly hit with a spate of serious illness over the second half of term due to a winter vomiting bug and Noro Virus. Governors noted that the school would not be able to meet the overall target of 97% but it would be possible to be over 96%.</p> <p>Numbers on roll – The school roll had increased slightly from 508 in the Autumn term to 516.</p> <p>Education Health Care Plan – The school had been authorised its first EHCP for a Year 3 pupil and the school had employed a Learning Support Assistant for 19 hours per week support. A second EHCP had been rejected but was under assessment.</p> <p>Data Dashboard – The Executive Headteacher had included some data from the Dashboard for governors. It was acknowledged that the levels only applied to Year 2 and Year 6 as they were being tested on them. The school was currently trialling an online tracker 'Learning Ladders'. They were working to a target to have all Reading, Writing and Maths fully assessed by Easter. The Executive Headteacher informed governors that he was predicting a strong outcome this year with L4+ at over 90%. L5+ would be the highest the school ever had. Across the school the children were doing really well and made progress. Learning Ladders had been well received by the teaching staff; it was giving a good view throughout the school. The school was working with the provider to improve the online aspect of the tool for reporting. Parents received all the Learning Ladders sheets and teachers have the children assessed monitor progress. Staff were also developing their subject knowledge for the new curriculum.</p> <p>Maths – A governor asked: Where were teachers in terms of understanding their subject knowledge and looking at the subject seamlessly throughout the school? There was a heavy weighting of number and a huge amount of fraction work. Staff were familiar with the paper basis but were now transferring that knowledge to the online tool. Tracker was used previously but was limited in what could be gained from it. With Learning Ladder a teacher could look at a live one and identify any gaps. The Head said that he would invite Ms Budden to the next governors meeting to explain the new system.</p> <p>Spelling and Grammar – A governor asked how the spelling and grammar</p> | Ex-HT |

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| | <p>worked in Learning Ladders. There were sections within the Ladders to do with spelling and grammar. Staff had requested more support on grammar and spelling and the Executive Headteacher had arranged for a leading person to come to the school. Year 6 predictions for Grammar, Punctuation and Spelling – L4+ - 95%; L4b – 91%; L5+ - 74%. The head noted the final figure and agreed to check it. There was a small Pupil Premium cohort this year but nevertheless had been focused on their provision including ensuring staff were aware of the Pupil Premium children in their class. The SEF has been revised to ensure the school continued to meet the criteria. There were a range of Pupil Premium children achieving and not achieving. The Head was considering developing leadership in the school as well as audit Pupil Premium provision and review if the school was doing enough for them.</p> <p>Year 2 data was fairly accurate. Reading the data would require understanding the new system of Below Expected, Exceeding Expected and Above Expected.</p> <p>Year 5 most able children had covered the Year 5 curriculum so were following the new directive of learning through mastering and applying their skills in a range of ways. A governor asked: Would you consider offering the Year 5 pupils the Year 6 curriculum? Only when they are ready. Governors discussed no levels and how that would impact on the Year 5 cohort. A governor asked: Were they still doing banding? No, it was still under consultation; only four schools had responded to it. If banding was not used, then it would fall to proximity from the school.</p> <p>Mr Weddell explained that the curriculum specified what each child needed to learn and the learning ladders reflected the curriculum areas broken down. A governor asked: Were there links to gaps in learning? Not yet but in future it could be considered to open it out to parents. Mr Weddell informed governors that he was compiling a video on teaching Maths to parents at home and to share with tutors. This would link directly to the calculation strategy and every year group would have page.</p> <p>Target 4 – A new curriculum map was in place and on the website. Governors believed this was a good document. A governor noted the reference to the Rights Respecting and informed governors that UNICEF had pared back its responsibilities as they were deemed too penal. A governor felt that the children were quite aware of their rights and should be considering addressing the rights of others more than their own. Governors also raised the push to promote British values. The Executive Headteacher had recently attended a seminar on extremism (WRAP training). All staff would be attending to heighten awareness of the key signs. A governor asked: To what extent did the school use CPD to challenge learning to raise the bar? Targets set each year were high and to ensure children’s outcomes were high, lots of CPD took place in the school including the new curriculum and assessment. Teachers were very good at questioning themselves; the school did not rest on its laurels and ensured that CPD was bespoke, including the NQT training programme. As most CPD was being developed in-house, the school was not spending lots of money on it.</p> <p>Partnership with Torridon – A governor asked: How was the partnership going from the perspective of John Ball? It was due for review soon. The Executive Headteacher had recently attended a meeting with Torridon governors who expressed that they felt it was a stunning success for Torridon. Staff had shared practice and visited the other school There was moderation and some school projects across the schools. In all it had been a positive experience with some joint working and projects like anti-bullying going ahead. It had been a benefit to staff at this school in terms of reflective practice. Going forwards, it would need the two years to develop Torridon further, so it would not benefit Torridon if John Ball ended the partnership. The Executive Head also noted</p> | |

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| | that it had helped to develop Ms McCrossen in her role as Head. This in turn had helped the school develop effective middle leaders. Governors agreed that Dame Pienaar would continue with the partnership. | |
| 6 | <p>POLICY REVIEW</p> <p>Governors were provided with a review timetable which showed when each policy would need to be reviewed. An audit had been done for both schools. The Executive Headteacher explained that it was still being compiled and would be completed in time for the next meeting.</p> <p>Medical Needs – A governor asked: Would the school would be obtaining a defibrillator? It would be considered but in general, schools were prioritised by the emergency services with a callout time of 7-8 minutes. The policy was focused on prescribed medical illnesses only and medication administered by first aid trained staff. All staff had been trained in using Epipens.</p> | |
| 7 | <p>ITEMS FOR DELEGATION</p> <p>a) 2015/16 Budget</p> <p>C&F Committee</p> | |
| 8 | <p>GOVERNORS' ACTIVITIES AND TRAINING</p> <p>a) Visits to the school, meetings attended and other activities</p> <p>Mr Blight had attended the school to see the building works and explained the issues which had come up regarding drainage of the boiler room. It was discovered that during infill, a pipe had broken and was filled with concrete. There were a range of problems in trying to clear the blockage as it was in an inaccessible area under the lift shaft. Neilcotts were reluctant to accept liability. Mr Blight also noted the issues regarding the siting of the kitchen and the possible health and safety risks with the fire exit. Mr Blight said it would need to be reviewed and possibly reconfigured to include a new fire exit to the balcony and stairs.</p> <p>b) Governing Body training</p> <p>Dame Pienaar had attended the Chairs' Briefing and would be attending a seminar on Outstanding schools organised by the Mayor. Governors were reminded that as part of their SLA, they were all entitled to use Modern Governor, an online training resource for governors.</p> | |
| 9 | <p>ITEMS FOR ACTION AND INFORMATION</p> <p>a) Health And Safety Checklist</p> <p>Noted</p> <p>b) Governors' Handbook</p> <p>Noted</p> | |

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| | c) Governors' Information Pack Noted | |
| 10 | LEWISHAM GOVERNORS' ASSOCIATION ANNUAL CONFERENCE Noted | |
| 11 | ANY CONFIDENTIAL BUSINESS None | |
| 12 | DATES OF FUTURE MEETINGS Tuesday 28 April 2015 at 7pm | |

The meeting closed at 8.45pm

Signed:..... Date:.....