

JOHN BALL PRIMARY SCHOOL GOVERNING BODY MEETING TUESDAY 21 OCTOBER 2014 AT 7PM

In attendance:

Nathaniel Appiyah, Ian Blight, Angela East, Kate Jenkins, Cassey Kiely, Sandrine Marionville-Jaines, Kathy Moss, Erica Pienaar (Chair), Jarlath Pratt, Michael Roach (Headteacher) and Linda Yue

1. APOLOGIES FOR ABSENCE – DISCLOSURE OF PECUNIARY INTEREST

Mr M Fields, Mr T Weddell, Mrs B Hards, Mrs J Shaw. Apologies were accepted for all absent governors.

2. ELECTION OF CHAIR AND VICE CHAIR

Dame Erica Pienaar and Mrs Linda Yue were re-elected to serve for the academic year until the first Autumn governing body in 2015.

3. AGREE BUSINESS OF THE MEETING

There were no additional items that were not in the agenda for discussion.

4. MINUTES OF THE LAST MEETING AND MATTERS ARISING

Governors noted that Matthew Fields, Kate Jenkins and Linda Yue remained as co-opted governors.

Gratitude to Kathy Moss for her time in the school.

5. GOVERNING BODY

a. Reconstitution

The Chair introduced a paper to governors to look at reconstituting the governing body in line with meeting the Government's requirements by September 2015. The paper proposed two models for governors to consider. Governors noted that the new constitution would require the governing body to reduce the number of LA and Staff governors to one each. It was noted that co-opted governors would be skills-based. Staff governors and existing surplus LA governors would be able to be co-opted onto the governing body, although the number of staff governors would not be able to exceed one third of the whole governing body. There was no upper limit to the number of parent governors. **A governor asked: What was the difference between the two models?** There were different approaches in each for parent governors. With Model A, skills and knowledge would be sought through parent elections. It was noted that for those areas where the governing body lacked key skills, the governing body could appoint governors to fill that area through associate governors. These were people with specific knowledge (ie. Buildings, health and safety, finance). This would provide the governing body with flexibility and support when needed. Associate Governors did not vote on governing body decisions but could contribute in meetings and committees.

The issue of the reduction to one staff governor was discussed. It was noted that the number of staff governors could not exceed one third of the total number of governors. Staff could be co-opted onto the governing body and it was agreed that it was important not to lose the staff governors from the governing body.

Governors considered the size of the governing body. It was agreed that it was a good size as it had a balanced representation and did not feel heavily weighted towards parents, staff or community.

Governors agreed that Model A would be taken forward for the new constitution of the governing body, including retaining the size of the governing body.

RESOLVED: COG to draft Constitution in line with Model A for submission to the LA.

b) CHANGES TO THE GOVERNING BODY

There were no changes noted at the meeting.

c) REVIEW OF COMMITTEE MEMBERSHIP

Dame E Pienaar would chair C&F; Ms Jenkins would chair Personnel.

d) REVIEW COMMITTEE TERMS OF REFERENCE

The Head Teacher had almost completed the report. There was a discussion on the legal guidance. It was noted that the Gardening Calendar needed to be audited annually against the DfE's policy list. There were some final amendments to make which had been agreed so it would not need to be brought to the governing body until the New Year.

6. AGENDA PLAN FOR 2014/15

The Agenda Plan had not been circulated with the papers. The Clerk would email it to governors.

7. REPORTS FROM COMMITTEES

e) C&F Committee

There had been a reduction in the Pupil Premium fund which had had an impact on the budget contingency. The school had received £4,600 less than expected. 3 support staff members were on long term sickness absence which had also impacted on the budget as the insurance only covered teaching staff, not support staff. This meant that the school would need to be quite prudent with next year's budget. Some of the costs associated with the expansion would be claimed from the LA.

f) Personnel Committee

Pay Committee – All appraisals had taken place although there had been some issues around the timing of the appraisal process. The Executive Head informed governors that he was reviewing the procedures as the timing was difficult to fit everything that was required in. The Executive Head explained that there needed to be a lesson observation to inform the appraisal and that there was not very much time between the start of the new school year and the submission for pay. Staff needed time to work with their class which meant that lesson observations needed to be as late in the process as possible in order to be able to assess teaching and learning. The Executive Head commended staff on their effort for the year. Leadership appraisals were to be confirmed at a forthcoming meeting.

8. HEADTEACHER'S REPORT

The Executive Head highlighted the following issues from his report.

Building work – The building works had been proceeding well but were slightly behind with some additional issues including a leak. There had been a reorganisation of aspects of the project due to the of the noise level of the works. Despite this, the classes were working well and the school was working on handling the noise pollution. A governor suggested it would be good to send a letter out to parents to explain the issues. The Head of School explained that the classes affected had been moved as necessary and he had been on a number of learning walks to assess the levels of engagement. Any issues were being dealt with as soon as possible. It was noted that it was important to keep parents aware of the issues so they could support the school. Governors were encouraged to visit the school to gain an awareness of the issues. A governor suggested that the contractors could do a series of

presentations about the work involved to the pupils and use it as a learning opportunity. It was agreed that governors would visit the school.

School Roll – Governors were informed that the school roll had increased due to a number of late applications. It was noted that the LA had an increase in numbers due to internal mobility and low emigration to other boroughs.

Attendance – Governors noted attendance was in line but that there was still a gap at the beginning of the year between FSM and Non FSM pupils. A new Pastoral Care Manager would be starting after half term.

SEND – Governors noted that the school was providing good counselling. **A governor asked if there had been any development on providing meditation?** It was in hand. Yoga was continuing and had been very effective in improving general concentration.

Staffing – The Head reported that levels would be considered in January. A working group would be set up to look at how to measure progress against the targets set.

Universal Infant Free School Meals – There were no significant issues. The uptake had considerably increased. **A governor asked: What were the implications to contractual arrangements for the increase in provision?** They were in the process of negotiating the new contract but there were no implications on the current contract. **A governor asked: Were the conditions the same as before?** No, there was a new tender that would change the service level.

School Website – The new website was being developed by the same company that had designed Torridon's website. Both websites would be linked when live.

Premises – Medical issues – Governors asked if there was provision for dealing with pupils with medical conditions. Yes, there was a public health risk assessment in place. It was noted that the new regulations required the school to refine its current guidance and policy. There were contradictions in the current policy so the school was waiting on guidance from the LA. The item would be added to the next meeting.

9. Governors' Visits and Training

Ms Pienaar informed governors that she had attended the Chair's Briefing. Mr Blight had visited the site and met with the Managing Director of Neillcott to discuss the works. Governors noted the training available including induction training on 15 November. The Annual Governors Day would be held on Monday 17 November 2014. All governors were invited to come to the school.

10. Date of Next Meeting

The next meeting will be held on Tuesday 27 January 2014 at 7pm.