

THE GOVERNING BODY OF JOHN BALL SCHOOL



Held at 7 pm on Tuesday 16 July 2019

MINUTES OF THE MEETING

Present:

Dame Erica Pienaar	Chair of Governors
Michael Roach	Headteacher
Jacqui Noakes	Acting Headteacher
Stephen Mitchell	Deputy Headteacher
Steve Cummins	
Ian Blight	
Linda Yue	
Sandrine Marionville-Jaines	
Louise Atkins	
Vanessa Amuah	
Matthew Fields	
Emma Smilie	
David Roderick	
Nina Hodges	
Rachel Austin	
Maria Valkova	Staff Governor
Stephanie Ahemor	Clerk to Governors

1. APOLOGIES AND DECLARATIONS OF INTEREST

Apologies were received and accepted from Jarlath Pratt.
No declarations of interest.

2. MINUTES OF THE LAST MEETING AND MATTERS ARISING

a) **To approve the minutes of the last meeting held on 7 May 2019**
Minutes were **APPROVED** as an accurate record of the meeting.

b) **Matters arising from the meeting held on 7 May 2019 not included elsewhere on the agenda**

All other matters complete or on the agenda

3. GOVERNING BODY MATTERS

a) **To consider re-election of co-opted governor Angela East whose term of office ends 14 July 2019.**

Governors **AGREED** to co-opt Angela East for a period of 4 years.

b) To consider election of co-opted governor Louise Atkins.

Governors **AGREED** to co-opt Louise Atkins for a period of 4 years.

c) Committee membership

- i) Personnel committee**
- ii) Pay Committee**
- iii) Headteacher's Performance Management**
- iv) Curriculum and Standards**
- v) Co-ordinating and Finance**

Item to be moved to 7th September and placed on 8th October 2019 FGB agenda. ACTION

d) Chair of Governors role 2019

Louise Atkins has been nominated to the role of Chair and will be appointed in the Autumn term.

e) Governing Body Skills Audit review

Uploaded by clerk to Governor Hub, governors asked to complete over the Summer. The audit will be used to identify skills gaps in order to aid recruitment. Governors to return to Dame E Pienaar for collation. ACTION.

4. COMMITTEES

a) Report from the Co-ordinating and Finance Committee 28/06/19

The budget was approved by the committee. There is more money in the contingency than originally anticipated. The board offered their congratulations to Ms Noakes and the school for negotiating Superkids contract which has given a £6000 increase per term.

Governors asked if there will be an increased cost to parents.

Ms Noakes renegotiated the contract based on the cost of hire per hour. There was a previously an increase for parents.

Governors asked how much of the budget is allocated to premises.

Some of the works will come out of the capital works budget which is £25,000. Pipe renewal is earmarked for capital works. At the moment the school is working on water schematics and survey. There is also a fund for Small Works from the LA.

b) Report from the Personnel Committee 28/06/19

The meeting was largely about staffing changes. The school will be losing 4 members of teaching staff. The vacancies have been filled successfully. Some temporary employees have now been employed and a former TA has returned.

The SLT have brought in good staff for Early Years.

Diane Parkhouse came in to speak to staff which they found helpful. The school will monitor how the system goes and also monitor impact.

Staff attendance is an ongoing issue but SLT are following processes.

c) Report from the Curriculum and Standards Committee 12/07/19

The committee discussed staffing changes and whether there has been any feedback from parents. Ms Noakes noted that two parents have approached her to ask if Forest School will still happen. Parent governors added that they have been approached with concerns about when OFSTED is due.

5. ADVOCACY AROUND BUDGETS

The Board considered whether it should take a more proactive role in advocating for improvements to school budgets as a way to communicate to parents there are concerns and also to support the school.

Governors suggested an impact study and to get other schools on board.

Dame Erica suggested contacting the Lewisham Governance Association which will perhaps lead to an impact study. The Board could also make a point on cross subsidisation.

Mr Roach suggested writing to the local MP.

Governors noted that data was not yet available to record the impact of cuts on teaching and learning.

Dame Erica stated that an initial letter could be sent stating that restructure has been made at the school but the Board is concerned regarding making further cuts as the school is currently at capacity. Further budgetary constraints may not be able to be accommodated. Currently the school is working with a 1% contingency within the budget. The Board must express the fragility of the budget.

Governors asked if there was any information on other Lewisham schools.

Dame Erica noted that in other parts of the country schools are cutting the school day short. We are not at this point yet.

Governors asked about the impact of cuts.

The quality of teaching is preserved but the rich curriculum which surrounds the core teaching may be impacted.

Steve Cummins agreed to draft a letter at the beginning of Autumn term which the Governing Board will look over to be sent to the local MP. ACTION 7th September 2019.

6. SEN/LAC REPORT – SANDRINE

Mrs Marionville explained that the length of time for the LA to return EHCP's has an impact on the budget. A letter is being written regarding this. A lot of work is being done to allocate the right staff to the right teams which is being well done.

7. HEADTEACHER'S REPORT

a) School roll

There will be some mobility in September. Most of the children that are leaving are moving away from London. There is an increased Israeli community who are joining the school. There is only a waiting list in Reception. The waiting list is managed by Vikki who emails parents.

b) Attendance and punctuality update

Pupils attendance is above standard but dips with SEN pupils. They have underlying needs which require medical intervention and hospital appointments, even though absence is authorised it impacts on attendance. SEN pupils still achieved well at 93.6%. Mr Roach suggested getting national attendance rates for those groups of pupils to benchmark. Ms Noakes to research ACTION.

Persistent absence

Ms Noakes will remove the percentage sign in heading boxes, if data is not recording a percentage. For pupils absent for 10% of the time or more, SEN is high but also includes children on reduced timetables. There is currently a child doing half days, this pupil will be going on to a special educational needs school. This is the right thing for them.

Governors noted that PP persistent absence is higher and seems to be increasing.

Debbie is rigorous at following this up and has been meeting with parents. A few cases have increased the number. Mr Roach suggested removing the one or two pupils and aggregating data. The school will continue to work on this.

c) SEN update

A number of plans are pending, should be 20 weeks processing time but now at 35-40 weeks for some pupils. Ms Marionville has suggested a letter from GB to the LA. There are two children in school whose needs cannot be met but LA do not have a place for them. Specialist school cannot meet their needs, so they remain in a mainstream setting. Mr Roach recommended making a formal complaint. This has a budget implication for a 1:1 for one pupil which must be paid for by the school.

The level of need is increasing. The administration is a systemic problem. For the autumn and spring term the school is putting a huge investment in training in teaching and TA's are providing quality first teaching.

Amy Parry has done an exceptional job. Ms Marionville added she was very impressed by her work. Ms Noakes has done an amazing job in supporting the children and families of SEN. SEND admin role will be a boon to Ms Parry's role. Mr Roach stated that there needs to be escalation where necessary, an advocate for the family and child. Ms Marionville has been good at meeting with Amy and sharing information. The Board thanked Ms Marionville for her work.

Current Year 6 have 5 EHCPs in a 60 pupil cohort. 10% of the cohort has special needs.

d) Premises update

There has been an accident in the playground where a pupil fractured his elbow. A pupil had difficulty breathing during a swimming lesson and was taken to hospital.

Governors asked if staff are able to supervise children sufficiently.

Staff sit poolside. Pupil spoke to school member of staff who called an ambulance. A complaint will be made to Fusion about the report. SLT to review with staff attendance to swimming lessons and responsibilities. ACTION.

Fire drills have been carried out; all went well with no further action.

Lockdown drill was carried out. It went well but need to look at sounders on external site. Phone worked but sound and alarm were not heard.

e) Staffing update

4 members of staff are being made redundant on a voluntary basis. 4 have compulsory redundancy. There are now 3 vacancies for learning associates due to voluntary redundancies. A member of staff has retired on grounds of ill health. A member of staff has been dismissed. And a member of staff has resigned. There has been a lot of movement this half term. The staff that are staying are excited about their roles for September.

Staffing attendance

Teaching staff have been in 107 days more than last year. There have been two maternity leaves. An increase in absence of support staff may have been affected by the restructure. 23 days have been lost from staff who are being made redundant. 23 days from staff who have been disciplined. There have been 50 days more absence this school year from support staff, 46 of those days are possibly linked to these issues.

Ms Noakes commented she sometimes feels that she has to authorise absence and asked for guidance from governors. The school currently uses the Lewisham model, there is no guidance in the policy regarding discretion.

Governors noted that the discretionary decisions must be consistent. Currently previous absences and requests are looked at then a decision is made.

f) Finance update

There is more carry forward than expected, although similar to predictions. Staff that are being made redundant have a 12-week notice period which the school is liable to pay, this goes into the end of September for some members of staff which will have an impact on the budget. The school is working with Access, a new financial system, the SBM has received training. By the end of September the school should be able to make BACS payments.

Governors asked if this is the best software.

SBM's consortium chose this.

g) Behaviour and exclusions

There is an increase in bullying this may be due to increased reporting. Incidents in Year 3 have decreased from 28 to 8. Work has gone on in Y3 and the data shows the impact of the work.

Governors asked if the data is across all 4 classes or one particular class.

It is spread across all 4 classes.

In Y5 it is still high but has slightly decreased. The majority of the incidents involve the same 4 or 5 children. One child will be leaving the school and one child will be moving to another class. The school expects the data to reduce for the class next year.

Governors asked about inaccurate CPOM reporting.

There is currently a box for friendship/bullying. These will be made into two separate categories for next year.

Continued in Confidential Items

Teaching and Learning

Quality assurance has been carried out and SIP targets reviewed. There is a lot of training going for staff. There have been no new staff this half term.

SLT are pleased with the number of trips happening. Every child has been out 6 times this school year. The Governing Board commended this. Trips are carried out through Arbor and pupils are able to experience the benefits to learning. It was noted that the school appreciates the efforts made by staff.

There has been an 87% uptake of clubs by PP children. Some parents are choosing to pay.

Governors asked if SEN uptake could be monitored.

SEN pupil uptake to be monitored. ACTION.

Club providers are able to meet the needs of SEN learners through passports.

Data headlines

- 3% increase on last year in EYFS development.
- 88% of children passed phonics in Y1 which is a 5% increase on last year.
- 96% of children that retook phonics in Y2 passed.
- KS1 reading data is 82%
- There has been an increase of 3% to 78% in writing.
- Combined data is 73%. The school is pleased with results from EYSF and KS1.
- In Y6 SATs, data is 85% for reading and 81% for maths.
- Combined has decreased slightly to 75%. All data sets are above national attainment. There are 9 appeals in process. Result of the appeals will be known in September.
- Greater depth has gone down, progress scores will not be as high as in the past. The cohort scored very highly in Y2.

Dame Erica noted that the headline figures are very positive and is encouraged that current Y5 will see a return to previous higher results. The validated data in September may address some anomalies.

8. SAFEGUARDING AND HEALTH AND SAFETY

a) Safeguarding Review Report by Matthew Fields

- There are some anomalies in CPOM, these are being worked on.
- Looked at some of the cases, 90% of the work stems from 1 or 2 cases.
- A second regulatory visit was undertaken in June.
- There are a few overseas checks outstanding.
- Safer recruitment- some staff need to reaccredit or train for recruitment.
- Mandatory training around child protection and safeguarding. A session has been planned for September for staff.

b) Safeguarding Training held 9th July 2019

Governors noted that the training was excellent. It was noted that it is now common to have two safeguarding governors, this would also be useful for succession planning. This can be discussed in September.

9. Thank you to Michael Roach

Dame Erica thanked Mr Roach and valued his work for the children and presented Mr Roach with a gift on behalf of the governors. Mr Roach remarked that it was a pleasure and that he was appreciative of the excellence and capacity of the Governing Board. Mr Roach stated that he was proud of the leadership of Ms Noakes who has done things exceptionally well and has developed a strong team. He added he was delighted in the group of governors who will support and challenge and deeply grateful to the board for the opportunities and experience.

10. Thank you to Dame Erica

Mr Roach remarked that the school has been so lucky to have Dame Erica as chair for 6 years. She has brought so much to the school and to the Board. Mr Roach thanked Dame Erica and wished her well. Dame Erica responded that it has been a pleasure and privilege to work with the Board and school. Will always be proud to say she was part of this community.

11. ITEMS FOR INFORMATION

Information Items from the Governors' Information Pack

Governors are recommended to read the GIP which has been circulated electronically and contains a wide range of useful information.

12. DATES FOR NEXT MEETINGS

TBA

Signed..... Date.....

Actions from the meeting held on 12 July 2019

All	To return completed skills audit to Dame Erica.	Summer term 2019
Clerk	Committee membership item to be moved to Autumn term agenda.	October 2019
Mr Cummins	To draft a letter regarding Advocacy around budgets to the local MP.	7 th September 2019
Ms Noakes	To research national attendance statistics on SEN pupils.	Autumn term 2019
SLT	To review with staff attendance to swimming lessons and responsibilities.	Autumn term 2019
SLT	To monitor SEN pupil uptake of clubs.	Ongoing