

It was **RESOLVED** to approve the minutes of the last meeting held on 9 October 2018.

b) Matters arising from the meeting held on 9 October 2018 not included elsewhere on the agenda

Most matters from the meeting held on 9 October 2018 had been completed or were included within the agenda.

The exception was one matter concerning the full time equivalent of support staff. There are the equivalent of 26 support staff. 11 members of staff are linked to children with education healthcare plans. There are 20 classes at John Ball. There are also the equivalent of 3.5 full time nursery nurses. A “full time” teaching assistant contract is 25 hours per week.

3. TO RECEIVE A REPORT ON THE SEN REVIEW

Amy Parry gave governors a detailed update on the SEN review, which had been undertaken by Gulshan Kayembe, an independent consultant and serving school inspector who also works for Lewisham Learning.

Many of Gulshan’s findings were highly positive and pointed to the excellent work that is ongoing at John Ball to support children with SEN.

Reassuringly, the areas for development flagged by Gulshan were all ones that John Ball leaders are aware of and were already working on.

Ian Blight asked about the training that Gulshan Kayembe had recommended for teachers and teaching assistants, where would this be sourced?

Training could be sourced through professional organisations, such as the National Autistic Society.

It was agreed that the SEN review report would be shared on Governor Hub before the next meeting.

Action: Amy Parry

Its findings would be discussed further at the next meeting.

Action: Clerk to note

4. GOVERNING BODY MATTERS

a) Parent governors with terms of office ending in February 2019:

It was noted that the following parent governors had terms of office ending on 13 February 2019:

- a) Rachel Austin (end of term) 13 February 2019
- b) Vanessa Amuah (end of term) 13 February 2019
- c) Catherine Mulcahy (end of term) 13 February 2019

Rachel Austin and Vanessa Amuah would like to stand again for election.

The school would arrange parent governor elections for three candidates.

Action: Headteacher

The Governing Body wished Rachel and Vanessa luck in the forthcoming elections.

Catherine Mulcahy would not stand again for election.

Catherine was thanked for the contribution that she had made to the John Ball governing body.

b) To note the need to hold parent governor elections in February 2019 for three positions

Jacqui Noakes said that the parent governor election timeline had been drafted and the forthcoming elections had been mentioned at parent's evening.

The elections would take place shortly.

c) Governor co-options

It was noted that the following governors had terms of office due to expire on 28 April 2019.

The governors were:

- a) Linda Yue (end of term) 28 April 2019
- b) Jarlath Pratt (end of term) 28 April 2019
- c) Ian Blight (end of term) 28 April 2019
- d) Matthew Fields (end of term) 28 April 2019

As the next Governing Body meeting would take place after 28 April 2019, it was agreed to consider the co-options of these governors at the meeting.

Jarlath Pratt, Ian Blight and Matthew Fields left the room whilst their co-options were being considered.

Governors carefully considered the skills that the candidates brought to the governing body. The governors brought a great many skills, ranging from legal, health and safety and project management.

The governing body had no concerns about recommending the governors for co-option for a further four years.

It was **RESOLVED** to co-opt Linda Yue for a further four year term of office, beginning 28 April 2019.

It was **RESOLVED** to co-opt Ian Blight for a further four year term of office, beginning 28 April 2019.

It was **RESOLVED** to co-opt Matthew Fields for a further four year term of office, beginning 28 April 2019.

It was **RESOLVED** to co-opt Jarlath Pratt for a further four year term of office, beginning 28 April 2019.

The Clerk would write to the candidates and confirm their new terms of office in writing.

Action: Clerk

It was noted that Angela East's end of term of office would end on 14 July 2019. Angela's co-option would be considered at the next meeting in May 2019. The co-option would take effect from the date of the end of Angela's term of office.

Action: Clerk to note

d) Co – opted governor vacancies (Two)

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

Once the outcome of the parent election is known, the governing body would consider an approach to filling these vacancies.

Action: Clerk to note for the next agenda

e) Chair of Governors role 2019

Michael Roach reported that he had attempted to speak to Jocelyn Shaw to establish if she would be interested in chairing the governing body from September 2019 or if she had a contact at the Department for Education who would be interested in the role. It had proven difficult to make contact with Ms Shaw and it is unlikely that the lead would result in a candidate for chair.

Michael Roach said that he felt that the John Ball governing body is a very strong one, and that the next chair of governors could easily be drawn from the pool of current governors. Governors were urged again to think about whether they may wish to take on the role of chair from September 2019.

Action: all governors

Michael Roach would look at the file of prospective governor candidates in Laurence House and see if there is anyone suitable there.

Action: Michael Roach

An experienced governor would be better in the role than a candidate who had no previous experience of being a governor. A background in education would be helpful, but is not vital. Good chairing skills would be essential.

Governors would discuss the issue again at the next meeting.

Action: Clerk to note for the agenda

f) All governors to sign, A Policy for Governing John Ball School

A Policy for Governing John Ball School had been circulated with the papers for the meeting. It was **RESOLVED** to approve A Policy for Governing John Ball School.

In doing so, the governing body approved the terms of reference for the committees, which are contained within A Policy for Governing John Ball School.

All governors present signed the document and it was retained by the school.

g) Governing Body Skills Audit review

It was agreed to conduct a skills audit review after the parent governor elections.

Action: Clerk to note for the next agenda.

5. COMMITTEES

a) Minutes from the Co-ordinating and Finance Committee 18/1/19

Minutes from the C & F committee held on 18 January 2019 had been circulated with the agenda papers.

Dame Erica gave the update.

Dame Erica highlighted the key headlines in relation to the budget.

It was noted that the contingency is currently £40,577.

The projected out turn for end of March showed a surplus of £55,957 and a capital surplus of £6794.00.

The 19/20 budget would be set without the £56K surplus. It would be very tight. 1920/21 and beyond would be extremely tight.

The school leadership is reviewing staffing models in other local schools. Decisions about longer term staffing structures would be taken by the new Headteacher through consultation with the governing body.

Dame Erica drew governors' attention to the section in the minutes that considered third party lettings. Information about best practice had been sought from Lewisham's safeguarding lead and John Ball is meeting requirements.

b) Minutes from the Personnel Committee 18/1/19

Minutes from the Personnel committee held on 18 January 2019 had been circulated with the agenda papers.

Dame Erica gave the update.

Staff absence had been discussed in detail alongside the measures being applied to address staff absence.

Staff had been made aware, in advance, that the staff attendance policy was being reviewed, that the policy would be firmly applied, and that this would result in some staff members receiving letters about their attendance.

Jacqui Noakes outlined that she had consulted on the school's attendance policy before then applying it and had recently held 22 meetings with a range of staff. A member of one of the teaching unions had also come into school to attend one of these meetings and was highly complementary about the approach the Headteacher had taken, stating that she wished more schools handled absence in this way.

Vanessa Amuah asked why are the staff absence levels so high?

Part of the reason had to do with the personal lives of staff. There are factors in their personal lives that impact on their ability to attend work. There had also been feedback from staff about the lack of toilet lids, spreading germs. Also about cleaning levels. These areas are being addressed.

However, support staff had also raised issues that they felt stress about not knowing which class they would be placed with. The staff said that this uncertainty contributed towards their stress levels and could lead to absenteeism.

Governors discussed this. The point was made that flexibility was expected in the support staff role. It would be advisable to place this requirement clearly in future job adverts, and in job descriptions, so that those applying for the role are clear that they would be expected to work across phases or year groups.

It was agreed that a sensitive and sensible approach must be applied to staff absence. However, for some members of staff where there was not an improvement, it may be that there would be a need to move to further stages, such as disciplinary or capability.

Ian Blight said that the first steps of fully applying the policy had taken place and there would now need to be a period of working through.

Nina Hodges asked about staff who reporting their absence via text, should staff not call in with their absence?

The committee had discussed this and it was not practical for the Deputy Headteacher and Headteacher to receive calls about absence in the early morning. However, if a member of staff did already have low attendance and were on a stage, then they must call and not text. All staff who are absent must call by 3pm, to let leaders know if they will be in work the next day.

Governors were supportive of the plans to offer clinical supervision to those dealing with safeguarding and child protection in school.

Rachel Austin asked about support for other members of staff, for example, LSAs?

These staff would be supported through the phase leaders and school leadership.

c) Minutes from the Curriculum and Standards Committee 18/1/19

Minutes from the C & S committee held on 18 January 2019 had been circulated with the agenda papers.

Rachel Austin gave the update.

The committee had heard from reading co-ordinator, Tina, about the work that she is engaged in to support children with lower ability with reading.

The committee had looked at key groups, such as pupil premium children, SEN children and Black pupils' attainment and progress.

Other areas of review had included greater depth and the performance of disadvantaged children in the year 1 phonics test.

Michael Roach said that care needed to be taken when making statements about certain key groups within school. Within the groups mentioned (pupil premium, Black children), there are children who are performing well and who have high aspirations and who have parents who have high aspirations for them. Therefore, it is important not to make assumptions about whole groups and not treat them as an homogenous group.

However, Michael Roach added, underperformance of Black Caribbean pupils is an issue in Lewisham, especially for secondary schools. However again there are a number of schools where they are performing very well.

Vanessa Amuah offered her assistance to the C & S committee, as a mother of two of John Ball's male, Black pupils.

Rachel Austin said that there would be reports back to the next C & S committee, from governors linked to the School Development Plan themes.

6. HEADTEACHER'S REPORT

The Headteacher's report had been circulated with the papers for the meeting.

New updates were in green.

Governors praised the appearance of the report and its clarity.

The Headteacher took governors through the report and asked for questions.

a) School roll

There is more mobility amongst the school population, yet the school has a clear picture of children moving in and out of the school.

Angela East asked is there more mobility than normal?

There is increased mobility in London currently. This is due in part to Brexit and also to the high cost of housing.

It is essential that children who start at John Ball mid year are assessed on entry and their starting points used as a baseline.

Angela East asked about the current year 3, there are 120 pupils in that year group and high mobility, what impact might that have?

The school is aware of this and it would be important to closely monitor this year group as they progress up the school. Attainment might be lower when this year group reaches year 6, though progress measures would be positive.

b) Attendance and punctuality update

It was noted that pupil premium attendance was lower than non pupil premium attendance. Yet, the school is working very hard overall with attendance.

Catherine Mulcahy praised the work of the attendance team, and said that she had observed first hand how sensitively issues were dealt with by staff, during a visit.

c) SEN update

Dame Erica asked if the numbers of children at John Ball with SEN is higher or the same as the number within the general population?

There is a higher percentage of pupils at John Ball with an education healthcare plan (EHCP). This is testament to the skill of the John Ball staff applying for EHCPs and also to the level of need within the school.

d) Premises update

Ian Blight asked about the pipework in the Key Stage 1 corridor, had this been repaired?

Yes, it had been addressed.

Details of fire drills and invacuations were contained within the Headteacher's report.

e) Staffing update

A full staffing update was contained within the Personnel committee minutes.

Governors received a full list of staff CPD in the Headteacher's report.

Governors commented that the staff feedback following the inset days was positive.

It was noted that 38% of teaching is outstanding.

58% is good.

4% required improvement. This was an inexperienced teacher who is receiving support.

f) Finance update

Governors had received an update, via the C & F committee minutes.

g) School Improvement Plan and SEF

The School Improvement Plan 2018/19 and the SEF had been sent at short notice, and there was not time for governors to consider them in detail. It was agreed to list these as items for the next meeting.

Action: Clerk to note

h) Educational Visits

Governors saw details of educational visits attended.

Vanessa Amuah asked why years 2 and 3 had only been on one trip whereas other years groups had been on two?

The reason is that year 2 and 3 had been on large trips, in Central London. Other years had gone on more trips but often these had been local.

Vanessa Amuah noted that the piano teacher had reduced the number of lessons, is this due to the higher number of children in school?

Many of the music lesson providers had actually increased their number of meetings. Stephen Mitchell would investigate the issue with the piano teacher.

Action: Stephen Mitchell

7. SAFEGUARDING AND HEALTH AND SAFETY

a) Safeguarding Link Governor Update

Matthew Fields had visited the school on 18 December 2018 to conduct his safeguarding review.

Matthew was thanked for his review and there were no further questions.

Matthew had visited that day (29 January 2019) and his report from that visit would be given to the next governing body meeting in May 2019.

Action: Matthew Fields

b) Update on Superkids (Ofsted report November 2018)

Governors had received the Ofsted report for Superkids and governors were delighted that the setting had been awarded outstanding by Ofsted.

A great deal of work had gone into monitoring the contract and ensuring that the provision made the necessary improvements. All those involved were thanked.

c) Approach to lettings to third party providers in relation to safeguarding

This item had been covered during the C & F committee update.

8. REVIEW OF GOVERNANCE UPDATE

Dame Erica said that she continued to update the evidence folder. Once it is available, the folder would be updated to include the SEN review report.

Dame Erica would provide a fuller update at the next meeting in May 2019.

Action: Dame Erica and Clerk to note for the next agenda

9. ANGELA EAST: REVIEW OF THE SCHOOL WEBSITE

Angela East had undertaken a review of the John Ball website.

The website was compliant.

Governors discussed the website and some of the improvements that could be made to it. The website is quite hard to navigate and there is a lot of information on there.

In time, the school may seek to invest in a new website, but for the time being, with the financial situation, this would not be a priority area for spend.

Once suggestion was to ask the parent community for a volunteer to look at the website, through an article in JBuzz. This would be considered.

Stephen Mitchell said that it is hard to make improvements to the website, because it is very locked down by the web provider, and charges are levied for changes.

10. TO APPROVE THE SEN INFORMATION REPORT

The SEN Information Report had been circulated with the papers for the meeting.

It was **RESOLVED** to approve the SEN Information Report.

11. SESSION TO UPDATE GOVERNORS ON CHANGES TO OFSTED INSPECTION CRITERIA

It was agreed that Michael Roach would run a session for governors on changes to the new Ofsted framework.

Michael Roach would send suggestions for dates via email.

Action: Michael Roach

12. ITEMS FOR INFORMATION

a) Information Items from the Governors' Information Pack

Governors received the Governors' Information Pack electronically. Governors were recommended to read the GIP which contained a wide range of useful information.

b) Governor representation on Lewisham Schools Forum

Governors were advised that the Lewisham Governors' Association (LGA) is seeking nominations for the following governor representatives to the Schools Forum.

13. DATES FOR NEXT MEETINGS 2019

Governors were advised about the dates and times of future meetings:

| John Ball | Personnel 10am | C & F 11am | C & S | Governing Body 7pm |
|------------------|-----------------------|--|-----------------------------------|---------------------------|
| Spring 2 | Friday 26 April 2019 | Friday 26 April 2019 Budget approval | Friday 26 April 2019 12 midday | Tuesday 7 May 2019 |
| Summer | Friday 28 June 2019 | Friday 28 June 2019 | Friday 12 July 2019 10am | Tuesday 16 July 2019 |

Chair _____ Date _____

Actions from the meeting

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|------------------|---|
| Dame Erica | Bring review of governance to next meeting |
| Matthew Fields | Report back to May meeting on Safeguarding visit |
| Amy Parry | Send SEN review to governors (share on Governor Hub) |
| Michael Roach | Send dates for Ofsted session to governors |
| Michael Roach | Review the governor folder in Laurence House |
| All governors | Re consider standing for chair |
| Stephen Mitchell | Investigate piano lessons issue |
| Jacqui Noakes | Arrange 3 parent governor elections |
| Clerk | List SEN review for next meeting |
| Clerk | Write to co-opted candidates to confirm their new terms of office |
| Clerk | List Angela East's co-option for May 2019 |
| Clerk | List co-opted governor vacancies for next meeting |
| Clerk | List GB skills review for next meeting |
| Clerk | List SEF and SIP for next meeting |
| Clerk | List review of governance update for next meeting |