

THE GOVERNING BODY OF JOHN BALL SCHOOL



Held at 7 pm on Thursday 6th February 2020

MINUTES OF THE MEETING

Present:

Jacqui Noakes	Headteacher
Louise Atkins	Chair of Governors
Sandrine Marionvalle-Jaines	Co-opted Governor
Tricia McConville	Parent Governor
Linda Yue	Co-opted Governor
Emma Smillie	Parent Governor
Matthew Fields	Co-opted Governor
Ian Blight	Co-opted Governor
Angela East	Co-opted Governor
David Roderick	Parent Governor
Nina Hodges	Parent Governor
Rachel Austin	Parent Governor
Steven Cummins	Parent Governor
Vanessa Amuah	Co-opted Governor
Maria Valkova	Staff Governor
Stephanie Ahemor	Clerk to Governors

1. APOLOGIES AND DECLARATIONS OF INTEREST

No apologies.

No declarations of interest were made.

2. MINUTES OF THE LAST MEETING AND MATTERS ARISING

a) To approve the minutes of the last meeting held on 8 October 2019

Governors **RESOLVED** to approve the minutes as a true and accurate record.

b) Matters arising from the meeting held on 8 October 2019 not included elsewhere on the agenda

All matters complete or on the agenda

3. GOVERNING BODY MATTERS

a) Governors to sign Code of Conduct (Policy for Governing)

Governors read and signed the Code of Conduct made available in the meeting.

b) Vacancies

The Governing Board has vacancies for a co-opted governor and a local authority governor. A potential local authority governor application has been received. The Chair has also communicated with the University of Greenwich to seek potential governors. It was noted that the governing body is parent heavy with 12 out of 17 governors being parents and the board aims to recruit from a wider remit. The Board seeks a governor with an education background.

The Board discussed the representation of the staff voice through lunchtime visits.

c) **Policy Review**

- **Capability policy**

Governors **RATIFIED** the policy.

- **Recruitment policy**

Governors asked if social media/online screening will be used in recruitment.

Governors debated the legality of this type of screening and the workload of researching the social media profiles of applicants. Governors debated what would be considered acceptable online behaviour and the concern in making appropriate judgements.

Headteacher to contact Lewisham HR representative regarding advice on online screening.

ACTION

Policy to be moved to the next Personnel committee. **ACTION**

- **Pay policy**

Paragraph 15 to be amended to reflect change in SBM informing Headteacher of pay decisions.

Governors asked the school about the accountability and differentiation of roles in recruitment.

The school has pay scales and differentiation set out.

Governors **RATIFIED** the policy.

- **Assessment for learning**

Governors asked for clarification in learning systems.

This was clarified by the Headteacher.

Governors asked if there is a process for evaluating the work carried out by teachers and who the policy is aimed at.

The policy is to guide teachers on expectations. It is the role of the Headteacher to monitor standards. Details will be added to expand the Headteacher's role in the policy.

Policy to be brought back to C and S committee. **ACTION**

- **Behaviour for learning**

Policy to be brought back to C and S committee.

Governors asked if postcards which go home are monitored.

This will be started again in the future.

Governors asked about behaviour stations.

The pupil has a time out and is dealt with by whichever adult is there first. This is more empowering and ensures incidents are dealt with more quickly.

- **Charging and remissions**

Governors **RATIFIED** the policy subject to amendment of typos.

- **Equalities**

Governors asked if sex and gender relate to children or also to recruitment.

The policy has been adapted from The Key. Policy to be brought to C and S committee.

Governors asked if gender neutral toilets would be set up in school.

Governors noted there is material available on this case. The protected grounds relate to disabilities.

- **SEND (formerly Inclusion)**

The Headteacher explained that need is assessed using an appropriate tool.

Governors **RATIFIED** the policy.

- **Supporting children with medical conditions**

Governors asked where the responsibility of written records for medication for pupils is kept.

This will come under the remit of the Health and Safety governor.

Governors asked if the administering of medicine is recorded.

Yes, records are kept.

Governors **RATIFIED** the policy.

d) Review of restructure

Review report was circulated to governors.

Governors asked what the content of the report was based on.

This was based on staff consultations and SLT and teacher meetings.

Governors asked about the impact of the restructure on KS2 staff.

KS2 TA's have been allocated according to need and shared amongst year groups. More support is put in where need is apparent. Interventions are undertaken by the TA teams. The Headteacher noted there are not enough staff, however the school is more reactionary in meeting the needs of children.

Governors asked if volunteers will be brought into KS2 for reading.

Volunteers have been trained, undertaken DBS checks and have been inducted. They are now attached to a class and come into school regularly. There are also library volunteers. One of the biggest issues is learning associates accompanying classes on trips. The school is looking at getting well trained volunteers to also accompany school trips. The majority of reading volunteers are deployed in KS1 but also undertake one to one reading for pupils who need extra help in KS2.

Governors noted concern with the number of days absence and meetings and asked if the level of absence was normal.

Staff must be released for meetings for children with EHCP's and children on safeguarding plans. There has been a high number of long-term absences. Maternity cover for learning associates is not covered by insurance, this would be an additional cost for the school. This would need to be looked into.

The Chair of Governors asked that the school monitor the length of absence and how much is paid for bought in support. The Headteacher responded that there has been teacher absence in the last few weeks, so the school has begun to split a class across classes where it is appropriate for them to go, with work to complete. This is instead of buying in cover. This would only ever be for a small part of the day. The Chair of Governors asked that this is monitored in terms of volume.

Governors asked if the absorption of resources by a small number of pupils will be long-term.

The provision of the nurture nest will provide support at an early stage which should prevent this being a long-term problem. The Headteacher has spoken to the local authority to explore what can be done to ease the problem for the local authority. There is space on site to potentially have a resource base. The Headteacher is in communications with the local authority regarding this. There may be some easing on resources in the upcoming months.

Governors queried the doubling of staffing costs for lunchtime staff since the restructure.

Lunchtime staff hours have increased due to splitting KS2 lunchtimes. Some of the costs have come from the Learning Associate budget. Lunchtime staff will also undertake playground duties which helps with teacher workload.

Governors asked if the new restructure has worked for children who have had some of their support removed.

The majority of the children in KS2 who had a one to one and no longer have one are doing well and have developed peer relationships. For one child this has not worked and support is back in place for the child. Governing Board to review SEND data at next FGB.

Governors asked what recent research refers to.

The document which contains the research for the concept to be circulated to NH. ACTION

Governors asked what good impact on children looks like.

This is dependent on the child. Governors asked for a measure of the impact. Data and case studies for the children to be gathered.

Governors asked how many children access a pod and asked about the number of interventions received by each child.

Data set on interventions to be provided to governors per team. This is contained with provision mapping. ACTION

Governors asked if there is an action plan regarding part time staff.

Headteacher to provide written answer. ACTION

Governors asked about the redundancy costs.

The local authority made an error in the letters sent out to staff therefore an extra cost has been borne by the school. Governors thanked David for a letter sent to the local authority in order to recover costs. The cost has been an extra £12,000 in salaries. The school has asked for clarification that they will not be liable for the costs and also recompense for the advice received. A decision has yet to be made.

4. COMMITTEES

a) **Minutes from the Co-ordinating and Finance Committee 13 Jan 2020**
Minutes circulated to governors.

b) **Minutes from the Standards and Curriculum Committee 13 Jan 2020**
Minutes circulated to governors.

The committee debated teaching quality, it was noted that the quality has decreased slightly due to high staff turnover. Relatively new staff have been recruited to replace.

Governors asked if this would be addressed through training in school.

Yes, but there will be some time before teachers are trained up to the standard of more experienced teachers.

c) **Minutes from the Personnel Committee 13 Jan 2020**
Minutes circulated to governors.

The committee deliberated staff absence, which is high, but this is due to long term absence as opposed to a larger quantity of short-term absences.

5. HEADTEACHER'S REPORT

Finance update

- The committee discussed the deficit budget. The budget must be shared six times a year. The committee must think about ways in which costs can be reduced and business opportunities can be facilitated.
- The Headteacher stated there are five subscriptions and contracts coming up for review. The school will aim to negotiate costs. Additionally, the school has looked at the budget to assess what can be cut without detriment to the children.
- *Continued in Confidential Items....*

Further information to be provided by the Headteacher on proposed changes to the Nursery model by 28th Feb 2020 to governors. ACTION

Working party to be set up after information is received. Governors discussed bringing this subject to an extraordinary meeting.

SEF

The school is categorised as amber by Lewisham. The school receives six days of support to write the SIP and SEF. This has not yet happened so the September plan still in place. The SIP continues to guide work.

Governors what Operation Compass is.

This is a police operation where the school are notified of incidents where police attend.

Governors asked if another lockdown practice will be held.

Yes, another has been held this term.

Governors asked if data is captured for clubs outside of school which pupils participate in.

No, this data is not currently captured.

Governors noted that uptake of clubs by PP children was high and were pleased by this.

6. SAFEGUARDING AND HEALTH AND SAFETY

a) Safeguarding Review Report

The Safeguarding governors had a comprehensive visit. Report circulated to governors. A programme for visits is being created.

7. GOVERNING BODY VISITS AND TRAINING

Governors are invited to Schools Finance Governor training on 2021 budget setting process and Relationships, Sex and Health Education. Headteacher to send out times.

Headteacher to follow up with governors who need to undertake safeguarding training.

9. ANY OTHER BUSINESS

School meals

Chartwells contract is up for renewal. Lewisham consulted with Headteachers and took the option to continue with Chartwell’s but staff would be managed by schools. Costs have not been given to schools. There is an extension period until 2021 but the cost will be at a higher rate. John Ball has a £20,000 surplus on the budget, but this may be wiped out by the increase in contract costs. The kitchen may have to be purchased by the school. The local authority will come back to the school to discuss this and staffing figures for Chartwells staff.

Governors deliberated bringing this subject to an extraordinary meeting.

Governors asked whether Chartwells could be contracted with on a private contract.

This is possible on one model.

10. DATES FOR NEXT MEETINGS

Thursday 14th May 2020 at 7pm

Thursday 16th July 2020 at 7pm

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

Meeting ended: 21:25

Actions from the meeting held 6th February 2020

All	Governors to update Governor Hub training profiles.
Headteacher	To speak Lewisham HR representative regarding online screening.
	To circulate restructure research to Ms Hodges.
	Data and case studies on impact on children affected by staffing model to be compiled.
	Data set on interventions to be provided to governors per team.
	To provide action plan regarding part time staff
	To provide further information regarding nursery model changes.
Clerk	To put Recruitment policy onto Personnel committee.
	Assessment for learning and Behaviour for Learning policies to be brought to C and S committee.
	Equalities policy to be brought to C and S committee.
	SEND data review on next agenda.
	Provision mapping data to be added to next Headteachers report.
	School meals and nursery to be standing agenda items.