

THE GOVERNING BODY OF JOHN BALL SCHOOL



Held at 7 pm on Tuesday 7 May 2019

MINUTES OF THE MEETING

Present:

Dame Erica Pienaar	Chair of Governors
Angela East	Co-opted Governor
Trista McConville	Parent Governor
Matthew Fields	Co-opted Governor
Maria Valkova	Staff Governor
David Roderick	Parent Governor
Ian Blight	Co-opted Governor
Rachel Austin	Parent Governor
Emma Smiley	Parent Governor
Jarlath Pratt	Co-opted Governor
Nina Hodges	Parent Governor
Sandrine Marionville-Jaines	Governor

Also present:

Jacqui Noakes	Headteacher
Matthew Roach	Headteacher
Stephen Mitchell	Acting Deputy Head
Stephanie Ahemor	Clerk to Governors

1. APOLOGIES AND DECLARATIONS OF INTEREST

Apologies were received from Steve Cummings, Linda Yue and Vanessa Amuah. Governors **accepted** the apologies. There were no declarations of interest.

2. MINUTES OF THE LAST MEETING AND MATTERS ARISING

Dame Erica congratulated Ms Noakes on behalf of the governing body on her appointment as the new Headteacher of John Ball Primary.

a) To approve the minutes of the last meeting held on 29 January 2019

Minutes were **approved** by governors as a true record.

b) Matters arising from the meeting held on 29 January 2019 not included elsewhere on the agenda

No matters arising.

3. GOVERNING BODY MATTERS

a) **To welcome new parent governors:**

- **Trista McConville**
- **Emma Smiley**
- **Rachel Austin (re-elected)**

The new and re-elected governors were welcomed to the board and thanked for continuing to serve the school.

b) **Chair of Governors role 2019**

New Chair to be appointed. Item to return to July Full Governing Board.

c) **Governing Body Skills Audit review**

Item to return to July Full Governing Board.

4. **COMMITTEES**

a) **Minutes from the Co-ordinating and Finance Committee 26/04/19**

Minutes were **approved** as a true record.

There is carry forward in the budget and a budget has been created with contingency. Dame Erica commended those who worked towards this.

Ms Austin reported that the catering charge had reduced. Ms Austin will write to Lewisham to ask for transparency in how the figures are calculated.

Governors asked if it was possible to get a copy of the catering contract and to look at the food policy.

Ms Austin to write and ask for a copy of the contract.

It was explained that the final figures, required templates and spreadsheets came late from Lewisham, therefore the School Business Manager was unable to submit the budget to Lewisham's deadline. There will be a delay in the budget coming to the board for approval.

Governors asked if this would have an effect on the school.

No, this would not impact the school.

Ms Noakes added that the budget update received from the School Business Manager today shows an increase in teacher's pension contribution. This will be £51,000 in Year 1. Carry forward is £125,000. Committed and capital money is £67,000. Without using the carry forward there will be a deficit of £31,000 in Year 1.

Pension contribution for teachers is increasing from 16% to 21%. Dame Erica explained that a restructure of teacher's pensions around 5 years ago has resulted in an increase in employer's contribution. Governors noted that around £40,000 of the pension is being self-funded in Year 1. Uncertain about whether a grant will be awarded in Year's 2 and 3.

Ms Austin expressed the view that when the new budget is presented to governors for approval, it may show a deficit which should be acknowledged as the true picture of the school. Mr Roach added that a budget in deficit can be submitted alongside an action plan, the deficit must be mitigated.

b) Minutes from the Personnel Committee 26/04/19

Minutes were **approved** as a true record.

c) Minutes from the Curriculum and Standards Committee 26/04/19

Minutes were **approved** as a true record.

Gap has significantly narrowed for PP children based on recent data. Dame Erica commended the school for their successful strategies. Governors were advised that data does not include SATs data, the data is based on results from March. Year 6 results will update data in a few weeks. Year 6 data looks very robust, a strong performance.

Year 6

Writing and Maths results are very robust, reading is slightly lower than it has been in the past. Ms Noakes commented that a lot of work has gone on in Writing and Maths based on data and results show the impact.

13 black boys are behind their peers, there will be other factors at play, this is not simply an ethnicity issue but this must be a priority. Governors asked for a case study on these children and noted that the performance of the ethnic minority pupils in Years 4 and 5 must also be looked at. Governors commented that strategies must be identified for helping these groups. This is the first year that ethnic minorities have been looked at. Must look at which children are significantly behind their peers and produce a case study looking at attendance, teacher feedback and curriculum enrichment. Apply precision teaching to break down barriers.

Governors asked if there is an expectation gap for Year 6 pupils.

Teachers must be aware that there is a gap.

d) To agree membership of Pay Committee

5. HEADTEACHER'S REPORT

a) School roll

More information has been provided about pupil mobility as it impacts on attainment. Year 3 lost a child with SEND. There are two new pupils, one with PP and SEND. More of the year groups are now full. Working hard at maintaining a waiting list. Process is explained at open mornings to parents.

b) Attendance and punctuality update

Strong across the school. SEN and PP at 94%. This is 1% below expected so pleased with this. Persistent absenteeism has increased. Spring term is short, and a lot of children have been off with scarlet fever and chicken pox.

c) SEN update

Applying for many EHCP's. Receiving mixed communication from local authority. Amy is meeting with Lewisham today for clarification for families and for the school.

d) Premises update

Work continues on site. There have been a few fire drills.
Continues in Confidential Items.

e) Staffing update

Teachers absence has remained static. There has been a decrease in staff asking for time off for appointments. More long-term sickness than at any other point in the school year, more days lost. Some staff have reached threshold of disciplinary panels, emails will be sent. An insurance plan is in place for support staff who are off for more than 10 days.

Some new staff have started in Spring term.

Each year group has gone out twice a term. Teachers have seen a benefit in the children's engagement and learning. Would like to see some more visitors come in, will work on this this term. A residential trip is coming up.

Teaching

Has been graded at 50% outstanding and 46% good. Plans have been put in place informally in Spring term which have worked well.

Challenge Partner Learning Review

Quality assurance activities have taken place. Book scrutiny and observations of learning are very good.

f) Incidents

There has been an increase in the number of incidents recorded. New system, CPOM, has been introduced. All staff have now been trained. Incidents are more efficiently managed through the system. It looks like there is a problem with bullying, need to separate the bullying/friendship problem tab. There is an increased therapeutic service, 15 children went to an anti-bullying workshop today. Trying to deal with incidents of bullying in a proactive way, trying to offer more intervention sooner.

Governors asked if there was an overlap between bullies and underachievers.

There is some overlap but more analysis needs to be done.

Governors asked about high proportion of incidents in Year 5.

Some of this has stemmed from change in class teacher, two children are finding it hard to adapt.

Governors asked about 25 incidents of bullying, how many are friendship issues?

50% are stemming from peer conflict. There have been discussions around managed moves. In the next academic year there will be differentiation between recording bullying and perceived bullying.

Mr Roach asked if there was capacity to monitor data on a regular basis.

Ms Noakes responded that there is not currently capacity. Safeguarding inspection in January addressed anti-bullying policy so it is at the forefront of the minds of staff. Dame Erica suggested adding a narrative to the data, including comments from Challenge Partners. Governors noted that the new system allows for data to be correlated.

Governors asked what the threshold for intervention in number of incidents is.

Every 4 weeks a phase is looked at in detail by the joint support team who meet weekly. The team makes decisions about next steps.

Mr Roach suggested exploring the nuances of data with the link safeguarding governor visits. Mr Fields agreed. Mr Roach also suggested reaching out to similar sized schools to complete a benchmarking exercise.

Governors noted that there is an increase in children referred.

Ms Noakes stated that the figure fluctuated and that there are no patterns.

6. TO RECEIVE A REPORT ON THE SEN REVIEW for information only- Dame Erica

SEN children are doing well in terms of progress but are still working at a lower level.

Governors discussed the structure/deployment of the support team. The report of the external review is available on Governor Hub. Parents of children with SEND are vigorous advocates. There were issues related to speech and language, social communication and comfort/social discomfort, particularly for families whose children were on the autistic spectrum.

Observations made:

- Need to help families have appropriate expectations when child does not have EHCP but requires specialist provision.
- Revenue budget for additional educational needs is £214,000. Spend is in excess of £300,000. How should SEN strategy be communicated with parents? Where there are constraints must be clear about how this is managed.
- Look at publishing SEN strategy.
- Maintain classroom teacher level of expertise in managing SEND.

Governors agreed that transparency in framework and guidelines would help in communication with parents. SEN draft strategy to be worked on over Summer term.

Mr Roach stated that there is an Inclusion policy in place as well as a local offer.

7. SAFEGUARDING AND HEALTH AND SAFETY

a) Safeguarding Review Report by Matthew Fields

Half-termly meeting has not yet taken place. Statutory guidance was looked at in January 2019. Agreed new proposal for half-termly meetings. Discussed new CPOM system, training and monitoring.

Single Central Record was updated on 29th January 2019.

b) Training for governors for safeguarding

The Key is £350 and is an electronic safeguarding package.

SLT asked governors preference- face to face learning or e-learning.

Dame Erica noted she had completed training through Educare which includes a wealth of knowledge but does not have the advantage of face to face learning.

8. IMPACT-CHALLENGE-EVIDENCE

Latest document is available on Governor Hub. Governors asked for a table of acronyms. Dame Erica to add.

9. POLICY APPROVAL

- Inclusion policy
Policy reviewed and **ratified** by governors.
- Complaints policy
Policy taken from DfE model policy. The school has stayed with a 4 stage process rather than the DfE 2 stage process. Addendum to be added. The policy was **ratified** by governors.
- Food policy
This will be reviewed when catering contract/policy is received. Nutritionist has changed. Policy **ratified** by governors.
- Attendance and punctuality
Policy reviewed and **ratified** by governors.
- Financial procedures/Code of Financial practice
Policy reviewed and **ratified** by governors.
- Accessibility

- Policy reviewed and **ratified** by governors.
- Fire
Policy to be amended.

10. 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.

11. DATES FOR NEXT MEETINGS 2019

John Ball	Personnel 10am	C & F 11am	C & S	Governing Body 7pm
Summer	Friday 28 June 2019	Friday 28 June 2019	Friday 12 July 2019 10am	Tuesday 16 July 2019

Extraordinary meeting: Organisational Change Proposal	Pay Committee
Tuesday 25 th June 2019, 7pm	Tuesday 16 th July 2019, 6pm

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

Actions from the John Ball Governing Body meeting 29 January 2019

Clerk	Item to be placed on July agenda: 'Governing Body Matters' Chair of Governors role 2019	16 th July 2019
Clerk	Item to be placed on July agenda: 'Governing Body Matters' Governing Body Skills Audit Review	16 th July 2019
Rachel Austin	To write to Lewisham to ask for transparency in how the catering figures are calculated.	16 th July 2019
Rachel Austin	To write to Lewisham to request a copy of the catering contract.	16 th July 2019
Dame Piennar, Ms Marionville and SLT	To draft SEN strategy.	September 2019
Dame Erica	To add table of acronyms to Impact, Challenge, Evidence	
All	Governors to attend an extraordinary meeting to receive Change consultation and consider next steps.	25 th June 2019, 7pm