

THE GOVERNING BODY OF JOHN BALL SCHOOL



Tuesday 8 October 2019 at 7pm

MINUTES OF THE MEETING

Present:

| | |
|----------------------------|--------------------|
| Louise Atkins | Chair of Governors |
| Jacqui Noakes | Headteacher |
| Stephen Mitchell | Deputy Headteacher |
| Linda Yue | |
| Sandrine Marionville-James | |
| Vanessa Amuah | |
| Emma Smilie | |
| Rachel Austin | |
| Maria Valkova | Staff Governor |
| Stephanie Ahemor | Clerk to Governors |

1. APOLOGIES AND DECLARATIONS OF INTEREST

Apologies were received and accepted from Ian Blight, Steve Cummins, Nina Hodges and Matthew Fields.

No declarations of interest were received.

2. ELECTION OF CHAIR AND VICE CHAIR

(a) Election of Chair of Governors

Governors **agreed** to appoint Louise Atkins to the role of Chair of Governors for the period of one year.

(b) Election of Vice Chair of Governors

Governors **agreed** to appoint Angela East to the role of Vice Chair of Governors for the period of one year.

3. MINUTES OF THE LAST MEETING AND MATTERS ARISING

a) To approve the minutes of the last meeting held on 16 July 2019

Minutes **approved** as a true record.

b) Matters arising from the meeting held on 16 July 2019 not included elsewhere on the agenda

All other matters complete or on the agenda

- Clerk and Chair to liaise regarding Skills Audit.
- Staff previously stayed by the small pool during swimming lessons and one of the pupils had difficulties breathing in the large pool. SLT have asked staff to have one member of staff by

the small pool and another member of staff by the large pool, their responsibility overrides the instructor.

- There are 34 clubs which the data must be picked up from. This is ongoing.

4. GOVERNING BODY MATTERS

a) Code of Conduct (Policy for Governing John Ball Primary School)

To be placed in Reception for Governors to read and sign. ACTION

b) Register of Business Interests

Governors to sign. Copies to be left in Reception. ACTION

c) Committee membership

i) Personnel committee

ii) Pay Committee (Summer term)

iii) Headteacher's Performance Management and Headteacher's Pay (Autumn term)

iv) Curriculum and Standards

v) Co-ordinating and Finance

d) Governing Body Skills Audit review

Chair and Clerk to liaise.

e) Vacancies

There are two vacancies on the board, one for local authority governor and one for co-opted governor. Must look at the criteria of the skills of the board and the composition of the board when recruiting.

Governors asked if a teacher could fill the vacancy.

This could be a possibility based on the skill sets the Governing Board is missing. Governors noted that teachers have a lot on their plates, focus groups may be more beneficial to gathering staff voice and could be held during the school day. Focus groups would have to be agreed by the Governing Board. The Board must think about ways in which to have the voice of staff heard in a representative manner.

Ms Noakes added that Just Ask, has worked well, this is a staff consultative. This would provide a fuller picture in order for appropriate changes to be made.

Governors asked who currently meets with teachers.

At the moment teachers meet with the Head and Deputy Head. Governors suggested that they could take turns in speaking to staff. Ms Noakes asked if governors could commit to 30 minutes twice a year, then nearly every week would be filled. Calendar to be brought to Governor open day. ACTION Schedule to be drawn up on Governors day in November.

Governors discussed parental engagement with the school and Governor events with parents. Governors discussed how governors could be more visible to the school and parent body. It was noted that there are concerns about the diversity of the GB and its representation of the school. It is important to have a cross sectional voice that represents the school.

f) Keeping Children Safe in Education

This has recently been revised. A form needs to be signed by governors, to be placed in reception. ACTION

g) Policy Review

- **Anti-bullying policy**
Governors **agreed** to ratify the policy.
- **Lockdown policy**
Governors **agreed** to ratify the policy.
- **Pupil Premium strategy**
Governors **agreed** to ratify the policy.
- **Safeguarding policy**
Governors **agreed** to ratify the policy.
Name, photo and contact details to be displayed.

The Chair suggested a working party to look at the remaining policies in more depth. Governors agreed to do this. Ms Noakes to group policies together. Chair to email governors to look at policies. ACTIONS

- **Staff Discipline**
- **Pay Policy**
- **Equality Policy**
- **Equality information and objectives**
- **Child Protection/Safeguarding Policy**
- **Curriculum**
- **Support for pupils with medical conditions & Administration of Medicine Policy**
- **Disability and SEN information**
- **First aid including Asthma policy**
- **Local offer**
- **Sports premium strategy**
- **SEND policy**
- **Staff attendance policy**
- **Staff Code of conduct**
- **Visiting speaker protocol**

8. COMMITTEES

a) **Minutes from the Co-ordinating and Finance Committee 13 Sep 2019**

Governors agreed the FGB agenda and had a discussion about policy schedules.

Julie Joyce, School Business Manager, is now up to speed on the new financial software. This will allow her to produce more user-friendly financial information in the future.

Budget monitoring must be submitted by November, an extra meeting will be held with SBM and committee members for budget sign off. Financial threshold for transparency is £100,000, this will need to be public information. Ms Amuah asked if the budget meeting could be moved to the 13th November 2019. This was agreed by the group.

In regard to premises, there is an ongoing issue with water which is being investigated. The lettings policy has been looked at; charges have been revised.

A meeting was held with Chartwells, a report has been circulated via email. There have been no further updates as the local authority is holding focus groups with other schools.

Governors agreed in the committee to approve the extension of contracts for level 3 TLR staff.

b) **Minutes from the Standards and Curriculum Committee 13 Sep 2019**

Governors discussed the remit of the committee. They will look at the SIP and targets 1-3. The committee discussed having governors linked to different key phases and meeting with staff and reporting back to Full Governing Board. The Chair asked governors to speak with her if they were interested in getting involved. Governors asked for a staff structure before the Governor day.

ACTION

It was noted that the Standards and Curriculum committee should be looking holistically and not only focusing on data.

The Headteacher stated that at different times during Governor day, three subject teachers will be taking out governors to different rooms and showing work and displays.

c) Minutes from the Personnel Committee 13 Sep 2019

It was agreed to set up a working party to review recruitment, dealing with bias and ensure that staff reflect the diversity of the community.

The committee discussed monitoring of new support staff and will look at the impact on staff and other teachers.

The committee is looking at capability procedures, HT to update on this. Looking at existing terms versus Lewisham terms.

8. HEADTEACHER'S REPORT

Pupil Roll

Mobility is high, this puts a huge workload on the administration team. The school is working on a plan to maximise pupils being taking in, will keep the waiting list as high as the school can. 3 or 4 children have left Reception already as a place came up at their first-choice school. It was noted that John Ball is a large school which some parents may not want. Some children are being lost to private education; the Headteacher noted that she wishes to have a conversation with parents of children who are leaving for this reason. The school cannot mitigate against all children, children who come in achieve less well than if they start with the school. The classes that are challenging in KS2 have had high mobility. Reception is now stable; it has been a three form entry for 5 years.

Governors asked if there is data on where leavers go.

Yes, this information is recorded.

FSM

Pupil are static although there is a growing population.

EAL

The percentage of EAL pupils has not increased greatly since 2015. Most of these pupils are fluent English speakers.

Ethnic minorities

There are an increasing number of pupils from different backgrounds.

Three-year expenditure

Capital is higher than last year because government announced capital funding.

SEND

There are two pupils in the school with an EHCP level of funding which means they should be in a resource base or special school but there are no appropriate spaces, so they remain in the school.

Governors asked why there is a fall in SEND support from 17/18 to 18/19.

This is due to 3 form entry year group in Year 6, there was a high level of need in that year group which was disproportionate to other year groups.

Attendance

This is above 95% which is government target, apart from PP pupils.

National figures for SEN are 14.6%, and for persistent absenteeism is 16%
EHCP figures have decreased but SEN has increased over the years.

Behaviour and exclusions

School moved to CPOMS last year so do not have historic data.

Governors noted that exclusions have increased year on year.
This is due to consequences for poor behaviour. Internal exclusion means being in school but away from peer group for whole day. The change is due to different leadership.

Governors asked if more SEN children are being excluded.

This information is included in the July 2019 Headteachers report. Therapeutic service is utilised incredibly well by SEN children, a huge amount of work is done with Debbie and families of the children. Work needs to be done on the emotional regulation of the children.

Restructure

Governors asked if support staff sickness was impacted by the restructure.

One member of staff took ill health retirement. One member of staff left 2.5 weeks earlier. Staff were incredibly professional and for the most part came into work. 2 or 3 members of staff resigned last year as the attendance policy was being applied and they resigned before further action was taken.

Governors noted that teaching and learning was looked at during SIP.

9. SAFEGUARDING AND HEALTH AND SAFETY

a) Safeguarding Review Report

Nothing to report.

b) Safeguarding Policy

Safeguarding Policy was ratified by governors.

Governors were asked to update their profile on Governor Hub to reflect any training attended in last 12 months.

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

Tuesday 28th January 2020 at 7pm

Tuesday 5th May 2020 at 7pm

Tuesday 14th July 2020 at 7pm

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

Actions from the meeting held on 8 October 2019

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|-----------|---|
| All | Governors to read and sign Code of Conduct (Policy for Governing) in Reception. |
| All | Governors to sign Register of Business Interests to be left in Reception. |
| All | Governors to sign Keeping Children Safe in Education in Reception. |
| All | Schedule to be drawn up for governors to speak with staff throughout the year on Governors Day. |
| All | Governors to speak with Chair if interested in becoming Phase linked governor. |
| All | To update Governor Hub profile to reflect any training held in the last 12 months. |
| Ms Noakes | To group policies together for working parties. |
| Ms Noakes | To provide governors with staff structure for Governor Day. |
| Chair | To email governors regarding policy working parties. |

APPENDIX A: COMMITTEE MEMBERSHIP

Co-ordinating and Finance

- Linda Yue
- Steve Cummins
- Rachel Austin
- Louise Atkins (Chair)
- Emma Smillie

Personnel

- Nina Hodges
- Angela East
- Linda Yue (Chair)
- Trista McConville
- Louise Atkins
- Jacqui Noakes
- Stephen Mitchell (Associate)

Standards and Curriculum

- Rachel Austin
- Steve Cummins (Chair)
- Angela East
- Sandrine Marionville-Jaines
- Jacqui Noakes
- Stephen Mitchell (Associate)