

THE GOVERNING BODY OF JOHN BALL SCHOOL



Held at 7 pm on Thursday 15th October 2020 via Zoom

MINUTES OF THE MEETING

Present:

Louise Atkins	Chair of Governors
Jacqui Noakes	Headteacher
Stephen Mitchell	Deputy Headteacher
David Roderick	
Ian Blight	
Angela East	
Emma Smillie	
Steve Cummins	
Maria Valkova	
Nina Hodges	
Sandrine Marionville-Jaines	
Rachel Austin	
Vanessa Amuah	
Stephanie Ahemor	Clerk to Governors

1. APOLOGIES AND DECLARATIONS OF INTEREST

Absent: Matthew Fields

No declarations of interest were made.

2. REGISTER OF INTERESTS

Completed by governors and given to school office.

3. MINUTES OF THE LAST MEETING AND MATTERS ARISING

a) To approve the minutes of the last meeting held on 16 July 2020

Minutes were **approved** as an accurate reflection of the meeting.

b) Matters arising from the meeting held on 16 July 2020 not included elsewhere on the agenda

All other matters complete or on the agenda

4. GOVERNING BODY MATTERS

a) Election procedures

- Nominations would be taken at the meeting, or where possible, governors would be invited to forward nominations to the clerk before the meeting if they wish to
- Any governor standing for election must withdraw while the item is under consideration
- Single nominations would be automatically elected
- In the event of more than one nomination, there would be a vote by secret ballot
- The term of office for the chair and vice chair would be one year

- The clerk would take the chair for the election of the chair.

Governors **agreed** the election procedures.

b) Vote on Co-Chairing

The issue of co-chairing was raised prior to the meeting, governors were asked to discuss if they wished to have co-chairs of the GB. It was noted that the position of the SLT had been presented to the Governing Board (GB). Governors discussed the option of co-chairing and voted against co-chairing.

c) Election of Chair

Governors unanimously voted to elect Louise Atkins as Chair of the Governing Body for one year.

d) Election of Vice Chair

Governors unanimously voted to elect Angela East as Vice Chair of the Governing Body for one year.

e) Governing Board reconstitution

Item to be moved to an Extraordinary Governing Board. Dates to be convened.

f) Governing Body changes

Resignations

- Linda Yue resigned 4th September 2020.
- Trista McConville resigned 14th October 2020.

The CoG thanked the governors for their time and commitment to the GB and for the work they have done for the pupils of John Ball School.

End of term of office

- Steve Cummins term of office ends 23rd October 2020.
- David Roderick ends 28th November 2020.

Vacancies

There are two co-opted governor vacancies and one LA governor. Two parent governor vacancies will be upcoming depending on the reconstitution voting.

g) Parent governor election

To be reviewed following reconstitution EGB.

h) Policy Review

- Health and Safety main policy
- COSHH
- Manual handling
- DSE
- Physical education
- Drugs and Alcohol
- Security (including missing child)
- Electrical management
- Violence and aggression
- First aid (and asthma)
- Water management
- Gas
- Working at height
- Infectious diseases
- Accident reporting
- Intimate care

- **Positive handling**
 - **Lift policy**
 - **Lone working**
 - **Management of asbestos**
 - **Management of contractors**
- Governors **ratified** the above policies.

- **Complaints policy** (to be brought to next FGB)

The Headteacher thanked Stephen, Julie and James for their hard work on developing and drafting the policies.

5. **SCHOOL MEALS**

The working party made a recommendation that Chefs in Schools is used and a chef hired. The charity will support with staffing. The LA are going out to tender for a new caterer, this could also be a possibility.

There have been problems in school with Chartwells and it has been difficult to get support from the LA. It is felt that having the Chef and staff as part of the school team would be beneficial. If redundancies are made it would be because staff are not suitable for the role.

Governors asked if there is personnel support available from the LA.

Yes, this is available.

Governors asked if budget provision must be made for Chefs in Schools in this financial year.

This year, there is no additional cost. In the budget that has been submitted, a rebate is due of £26,000 from Chartwells. The normal costs have been budgeted for, the rebate has been set aside to cover potential redundancies. The co-ordinator at Chefs in Schools will set up a timeline and audit for current staff.

Governors asked about redundancies.

The Chefs for Schools co-ordinator on an earlier visit felt that the kitchen may be overstaffed by one member of staff. The Headteacher added that the majority of current staff are kitchen assistants, they would need to be open to receiving training provided by the company or they may not be right for the role. Governors advised speaking to the local authority's personnel support and relying on their advice. TUPE and redundancy requirements would need to be looked at. The Headteacher expressed her concern that paying for advice from the LA may not indemnify the school from possible future claims. Governors discussed potentially paying for a specialist advisory service. Headteacher to give an update regarding an unresolved complaint against the LA following a meeting next week. The CoG suggested that the GB write a letter to the local authority regarding the complaint.

It was explained that the job description under which Chartwells has hired staff is different to the expectations of Chefs for Schools. Currently, Chartwells employ one person to cook food, the remaining staff are employed to heat food. This is not what is wanted for John Ball pupils, nutritious food is wanted.

The SBM has required an audit of the kitchen from the LA to determine if the kitchen is overstaffed. The LA have indicated that the audit will take place before Christmas.

Governors asked about the kitchen equipment.

The school does not have to pay for it. The equipment retains its purpose as providing for local authority children.

Governors noted concern about unexpected rises in costs and the ongoing viability of the Chefs in Schools charity.

Governors asked where the ingredients are from and if there is a fixed cost for food.

Chartwells does not communicate the cost of food. They also buy processed and packaged food. The model for Chefs for Schools is that the amount of options on the menu is reduced and they buy from suppliers in bulk. Chefs for Schools have suppliers they work with. Chefs for Schools stated they were not certain about what would happen around Brexit and pricing. The chef can adapt to changes in supply. The Headteacher stated that if the relationship with Chefs in Schools ceases, it is hoped that the chef would continue to work and source food from suppliers.

Governors asked if the school must pay again for recruitment if a chef resigns.

No, the charity continues to provide support for as long as it is needed.

Governors asked if the school is sure the children will like what is offered on the menu if options are reduced.

Chefs for Schools look at what the children eat and introduce new options over a period of time. The aim is to educate the children about different tastes as well as feeding them. Currently 61% of children have school meals. The uptake could increase with better food options.

Governors voted in favour of the school working with Chefs for Schools next year. The CoG thanked Angela, Jacqui and Sandrine, Maria, Nina, Trista, Ian for their work.

6. COMMITTEES

- a) **Minutes from the Co-ordinating and Finance Committee 11 Sep 2020 (cancelled)**
- b) **Minutes from the Standards and Curriculum Committee 11 Sep 2020 (cancelled)**
- c) **Minutes from the Personnel Committee 11 Sep 2020 (cancelled)**

7. MONITORING THE RISK ASSESSMENTS AND PLANS FOR FULL OPENING

Review of School's **COVID19: Full opening risk assessment and action planning tool** (issued by LA).

Risk assessments have been published to the school website. Governors agreed the plans were strong during a working party meeting. The safety of the children and staff, as well as the school's recovery plan and priorities for the coming year were well thought out and considered by the school. The risk assessments and plans have been clearly communicated with both parents and the wider community.

8. HEADTEACHER'S REPORT

Head teacher's report circulated to governors.

Governors asked about red numbers in English and Maths.

Mrs Noakes explained there are red numbers for English and Maths for 2019/20 as there was no data during school closures. Mock exams were planned for the week the school was closed. Data was gathered from the tests the children would have completed and aggregated from marks for previous years. Red numbers indicate what data may have looked like. This is in school data to create what the picture would have looked like. Governors commended this as it allows for comparison. It was noted that OFSTED would not look at this data.

Governors asked about the attendance of EHCP children.

Last year attendance was 92.3%. This will be added to the report.

Governors asked if staff absence and sickness was being report across three terms in 2019/20.

Two terms are reported on. The absence from March onwards is not being recorded, in accordance with the direction of the local authority.

Governors discussed whether high achieving children are leaving the school in greater numbers than lower achieving children. If so, is it felt that children's needs are not being met at the school?

The SIP looks at identifying groups and giving proper provision as well as ensuring there is challenge. Progress is being lost amongst high achieving children in KS1. Progress scores are based on children who did KS1 tests in the UK.

Governors **agreed** the School Improvement Plan.

9. OFSTED

The school has moved from an amber rating to green rating. The school is in a good position and the Headteacher has highlighted areas that need to be worked on. Mrs Noakes explained that the school will undergo a quality of education review. Mrs Noakes read out a list of training to be undertaken by staff. There will be an external safeguarding audit and a website audit. The school is aware of what needs to be worked on and is making plans towards this.

10. FINANCIAL MANAGEMENT

a) 2020/21 budget and three-year projection

The school is not in a deficit budget. Year 3 only has a £1,000 contingency to balance the budget. The budget is built to a resilience model. 1.5% has been budgeted for contingency for years 1 and 2. There has been a lot of work on contracts in order to balance the budgets. Despite Covid-19 related costs and extra staffing the ability to balance the budget has been good. There is some carry forward from the last financial year which needs to be spent. Vacancies have been built in for 2020/21 for support staff, if suitable candidates are found, staff will be recruited from January 2021 to reduce the strain on staffing in school due to Covid related absences.

Governors asked about the funding per pupil which goes down in the second year and rises in the third year of the budget.

Headteacher to respond to Rachel following the meeting. This could be due to pupil census numbers.

Governors asked about the percentage income of staff costs which seems high.

The school has recently employed more staff. The Headteacher explained that the school has three playgrounds which require supervising. Previously midday meal supervisors worked 1 hour 15 minutes, now there are double lunchtimes since the playground size was decreased, therefore they now work for three hours a day.

Governors asked about the strategy for the next five years. Will the school look at staffing?

Continued in confidential items. There is an expectation that staff are trained up and will move on to other schools for senior leadership positions if none are available at John Ball. It was noted that the turnover of staff is low, therefore staff naturally progress through the pay scales.

Governors **approved** the budget subject to the response to Rachel on pupil funding.

11. SAFEGUARDING AND HEALTH AND SAFETY

a) Safeguarding Report

Circulated to governors.

- Emma to feedback on whether safeguarding link governors require Level 3 DSL training.
- Emma had a virtual meeting with the Deputy Headteacher. A staff member has been hired to assist with lunchtimes and carrying bags of food to reception.
- Discussed arrangements for children if they become unwell. A separate medical room has been designated.
- DSL responsibilities are being handed over due to staff leave.
- Three children have been followed up as they had not been in school since the start of term, two are expected to return to school shortly and one has made the decision to home-school.
- Amy and Debbie are writing a letter of concern to the MASH team due to a case that had been closed.

b) Keeping Children Safe in Education

Governors to read.

12. EQUALITIES DATA AND OBJECTIVES

The equalities objectives have been incorporated into the SIP. Mrs Noakes read out the objectives. Governors agreed to the objectives included within the SIP.

13. INFORMATION TO BE PUBLISHED ON SCHOOL WEBSITE

To delegate responsibility to a link governor or senior member of staff for checking / receive a report on whether information published on the school website meets legal requirements, is up-to-date and includes key information about governors and associate members and their registered interests, the school's complaints procedure, use and impact of the Pupil Premium, equalities data and objectives and the school's SEND provision. Please see the DfE guidance at <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>

14. GOVERNING BODY PROCEDURES, ACTIVITIES AND INFORMATION FOR GOVERNORS

a) Governing Body Code of Conduct

Governors to read 'A Policy for Governing' on Governor Hub.

b) Governors' visits to the school, meetings attended and other activities

- NB . Due to COVID 19- school visits will not have taken place
 - To consider a schedule of visits and areas of focus for future when safe to visit.
- It was noted that the schedule of visits will target Finance and the SIP.

c) Governing Body training

Please refer to <http://schoolsservices.lewisham.gov.uk/Training> for updated training sessions and the training programme in the Autumn Term Governors Newsletter

- Reports back on training sessions attended
Ian Blight to attend SDP training.

Please note that governors' training course bookings must be completed online. For details of how to book please go to <http://schoolsservices.lewisham.gov.uk/Page/9040>

15. DATES FOR NEXT MEETINGS

Full Governing Board

Thursday 11th February 2021 7-9pm

Thursday 13th May 2021 7-9pm

Thursday 22nd July 2021 7-9pm

Committee meetings (Personnel 9:15am, Coordinating and Finance 10:30am, Curriculum and Standards 11:45am)

Monday 11th January 2021

Monday 19th April 2021

Monday 28th June 2021 (not including C&S)

Monday 12th July 2021 (C&S only)

16. CONFIDENTIAL ITEMS

Continued in Part II.

Signed.....  Date...11.2.21.....

Actions from 15 October 2020 meeting

Clerk	Complaints policy to be put on next FGB
Headteacher	To respond regarding funding per pupil which drops in the second year of the budget.
	To give update to GB on unresolved complaint with the LA regarding HR advice.