

**Minutes of the meeting of the Governors of ST GILES SCHOOL held on Thursday 19th
July 2018 at 7.25 p.m.**

PART A MINUTES

Present:

Callton Young – Chair
Virginia Marshall
Caroline Horgan
Paul Thirkettle
Knoshin Kanis

Michael Swadling – Vice Chair
Neal Fraser
Paul Pearce
Kathleen Shields
Ken Morcombe

Also Present: - Mr. Colin Milsom – Clerk to the Governors

Absent: - Beverley Hayllar

1. Apologies and Welcome

Apologies for absence were received and accepted from Beverley Hayllar.

2. Declaration of Pecuniary and Business Interest

There were no declarations for any of the agenda items for the meeting. It was confirmed that all DBS checks were up to date. These had been checked by the acting Safeguarding Governor who had also checked that the necessary documentation existed for all new staff.

3. Constitution & Membership

Review

The current structure of the board was:

7 Co-opted

3 Parent (regulations state that the school must have at least 2 parent governors)

1 LA

2 Staff (including the head teacher post)

It was agreed that this should not be amended.

Membership Vacancies

Parental vacancy – Two parents had expressed interest and it was agreed that the Head and Chair would meet with them to explain the expectations of the role. If both were still interested then an election would be held and the parent not elected could be made an Associate Member.

Co-opted Membership and Vacancy – The membership of Callton Young, Ken Morcombe and Caroline Horgan was renewed. There was still one vacancy for a co-opted governor. The Chair had been in touch with SGOSS to find a replacement and would contact them again.

4. Minutes

The minutes of the meeting held on the 27th March 2018 were agreed as a correct record of the meeting and were signed by the Chair.

5. Matters arising from the Minutes

CASPA – The graphs had been downloaded and would be amended to meet the schools assessment monitoring needs as the data being presented at the meeting would be the last set available from CASPA.

Arts Mark – The application had been submitted.

Funding Levels – As the LA had not monitored or moderated the levels now being used to fund pupils in the schools, the Special Schools heads would be reviewing the bandings, required funding levels and individual school requirements and would present these to Croydon. A further report would be made to the board on progress.

Appointment of the Safeguarding Governor – Kathleen Shield agreed to take this over from September and there would be hand over period with Ken Morcombe during the autumn term.

Visit Reports – The Chair encouraged members to complete reports when they made visits and Octavo had a sample report form on their site which could be used.

Fundraising Governor – Given the constrained financial position it was suggested that the board appoint a Fundraising Governor who could work with the school. It was agreed to consider this later.

There were no other matters arising that had not been completed or were not covered by agenda items.

6. Correspondence and Chairs Action

There was nothing to report under this item.

7. Committee Reports

The minutes of the Strategy and Achievement & Standards meetings had been sent to governors. There were no questions on the published reports.

With the exception of one present board member, all governors had attended the Resources Committee meeting that had been held immediately prior to the full board meeting and the agenda listed the matters that were due to be discussed.

8. Head Teacher's Report

The report had been sent to governors some time in advance of the meeting. There were no specific questions on areas of the report and the head teacher highlighted the key areas.

Link Adviser Report – The latest report from the visit made on the 28th June had been sent to board members. This indicated that based on the current OfSTED criteria the LA still regarded the school as a Category 1 (Outstanding) school. Apart from the individual who carried out the last inspection with their own agenda, it was agreed that for any future inspection the school would where possible lead the presentation of information and draw attention to the examples of outstanding practice in the

classroom, as well as explaining why some individual pupils responded because of their individual barriers to learning or communication.

Pupil Progress Report – The deputy head presented the latest progress data which had just been completed using CASPA. During the summer a more detailed analysis would be carried out and discussed with the Chair of Achievement and Standards prior to the next committee meeting when it could be discussed in detail. A more detailed analysis was being carried out but some of the data relating to children who were below expected was explained by absence for medical needs, or as in one case an unidentified medical issue which had manifested itself in the form of school phobia.

Q. The science assessments appear to have improved. Why is this?

A. There has been a change in the way it is taught and the areas that are being taught. It is a very broad curriculum so it is difficult to cover all aspects at the required levels. Going forward, by being more selective and with the possibility of using bridging levels and milestones for science this should widen the amount of enquiry science that can be covered.

Rochford update – There were concerns about some of the aspects of the proposed assessment levels and systems and the school had lead on some areas. There were concerns about how a non-verbal child could be assessed against some of the criteria. The school was a lead on moderation for a range of areas.

Attendance – The pupils in the lower bands had specific medial issues or had been in hospital for treatment.

LAC Support – The board noted the support provided through the specialist grant funding and agreed the report.

Health & Safety Committee Minutes – These had been sent to all board members. The auditing of fire drills had been taken over by the committee.

This report contained a review of the role of the family support worker for the last academic year.

Other activities – School pupils, as part of a Croydon school steam, had taken part in the London heat of the national Panathlon championship and had lost in the final. The school pupils and staff were congratulated. School staff managed the team for the borough schools.

The report covered the staffing changes and pupil transition to other educational establishments. Only one child had not been provided with an appropriate placement even after spending an additional year at the school.

School Development Plan 2017/2018

This had been sent to all board members and had been RAG rated for progress, only one area was still amber which was the post 16 and 19 provision arrangements which required action by the LA. The provision at Croydon College would not be ready until 2020.

School Development Plan 2018/2019

The new plan agreed by the board had been linked to committees for review. In some instances specific individuals had agreed to monitor aspects and this was noted on the document. It was agreed that where no individual was recorded thus would be dealt with as a committee related area.

Q. Target 4 for teaching and learning refers to demonstrating progress. How will this be achieved?

A. Staff will start to do baseline assessments in September so by the end of the year there will be a full set. These need to be linked to the EHCP targets and these reviews are carried out during the year. It will be an internal assessment process.

School Progress review document - This had been updated in its new format. As a living document it would be amended from time to time as areas such as performance data were completed. The report was agreed

School Term & Inset dates – There were listed on the report and all were agreed.

The head teacher and deputy were thanked for their reports.

9. Other Reports

Monitoring – Some visits had been made but as yet the reports had not been completed. Once received they would be circulated to board members.

There was nothing further to report.

10. Items for Approval

The following items were submitted for approval by the governors:

School Gas supply contract – 3 year Gazprom contract

Carpet replacement

Q4 financial reports and year end reports

Final CFR Report

Revised Capital & Revenue Budget 2018/2019

Q1 financial reports

School Fund balances

RBS Procurement Card – Purchases

All of the reports and documents were formally approved.

The following matters were agreed for re-consideration

Building works

Toilet Refurbishment - revised quotation to be sought based on a different specification.

Car park security- revised arrangements to be trialed next term

Primary playground planters – further discussions as noted in the Resources Committee minutes

There were no other items submitted for approval or discussion.

11. School Policies

The following policy documents had been reviewed, sent to board members for consideration and were formally approved:

Hot Works Policy

GDPR Policy
Fire Safety Policy
Assessment Policy – This had been updated.

Deferred Policies

Positive Touch Policy - As a result of comments raised by board members the head teacher would be having further discussions with the Chair of the Achievement & Standards Committee and the committee would review this in the autumn. It would come back to the board once the issues raised had been clarified.

Parental and pupil consent – As part of the correspondence between board members when considering policies this term, the issue of the priority of consent had been raised. As legal guardians parents had the right to set rules regarding the publication of certain information such as pictures, but it was confirmed that where a pupil was able to express an opinion, such as not wishing a photo to be published even though it had been agreed by the parent/guardian then this would be honoured. The aim was not to cause embarrassment or upset to a pupil.

No other policies were submitted for approval.

12. Governor Training

Governors confirmed that they were in receipt of training emails from Octavo.

Bespoke Training - Governors discussed possible subjects for bespoke and other training and it was felt that it would be useful for them to have specific training on Recruitment with specific reference to headship appointment which would be taking place this academic year. The clerk was requested to contact Octavo to see if this could be arranged. **Action Clerk**

Skills Audit – Although a financial skills audit had been completed for SFVS last year, a general skills audit had not been completed for some time. It was agreed to carry this out to determine where there might be some gaps and to direct any training needs. The clerk would send sample forms to the Chair. **Action Clerk**
This would form part of the governor self-evaluation process.

13. Any Other Business

School Play – Staff and pupils were congratulated on the excellent production.

School Prom – This had been an outstanding success and all involved were congratulated.

Two pupils had undertaken work experience, one with Croydon Council at Bernard Wetherill House and these had been very successful.

School Residential Visit – Butlin's 19 – 21 September 2018 The board formally approved the residential visit. Appropriate risk assessments were being carried out.

There was no other business.

14. Publication of Minutes

As there were no matters of a confidential nature contained in the Part A Minutes it was agreed that the Part A Minutes could be published after they had been agreed by the Chair.

15. Dates of Future Meetings

The Governors agreed the dates of future meetings and that all meetings would be held at 6.00 p.m.

Autumn 2018

Strategy - Tuesday **2 October**

A & S – Wednesday **7 November**

Resources - Q2 Thursday **15 October**

Full Board - Wednesday **5 December**

Spring 2019

Strategy - (Q3 may need to be agreed by the Chair and submitted for formal approval on the 20.3.19) **15 January**

A & S – **23 January**

Resources - Q3 and Budget **19 March**

Full Board – **28 March**

Summer 2019

Strategy - (Q4 and year end may need to be signed off at this meeting) **1 May**

A & S – **8 May**

Full Board – **10 July**

Resources – **18 July**

There being no other business the meeting closed at 9.20 p.m.

Date

Chair