

**Minutes of the meeting of the Governors of ST GILES SCHOOL held on Tuesday 26th
March 2019 at 6.00 p.m.**

Present:

Callton Young – Chair
Virginia Marshall
Caroline Horgan
Paul Thirkettle
Ken Morcombe
Curlita Campbell

Michael Swadling – Vice Chair
Neal Fraser
Paul Pearce
Kathleen Shields
Karen Skeets

Also Present: - Colin Milsom – Clerk to the Governors

Absent: - Beverley Hayllar

1. Apologies and Welcome

The chair welcomed all board members to the meeting. Apologies for absence were received and accepted from Beverley Hayllar.

2. Declaration of Business and Pecuniary Interests

There were no declarations for any of the agenda items for the meeting. It was confirmed that all DBS checks were up to date

3. Membership

Knoshin Kanis had resigned from the board and this left a vacancy for a parent governor. The board agreed that this should be advertised. The only other change in the current year would be Paul Thirkettle whose current term would end in December.

4. Minutes 5th December 2018

The minutes of the meeting held on the 5th December 2018 were agreed as a correct record of the meeting and were signed by the Chair.

5. Matters arising from the Minutes

There were no identified actions from the last minutes however the board was updated how pupils receiving home support were recorded on the attendance records. Where a member of staff visited to provide educational support then this was recorded as education off site and so was not recorded as an absence.

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. 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 – This had been circulated to all board members. Paul Thirkettle and Ken Morcombe had been present at the meeting. The board noted that as part of the preparation for the visit on the 6th March the SEF had been audited against the new OfSTED framework. And this document had also been circulated to the board.

Q. With the revision of the curriculum what documentation is there?

A. There is now a single format which the school is using although this is adapted to record the different ways in which the subjects or topics are being presented. The example of toys old and new offered a range of different ways to approach curriculum subjects.

The key element was to be able to identify how subjects were actually being taught to the pupils in the school by identifying the subject strands in the topics.

Q. Who will be the subject leaders?

A. Given the current size and structure of the school and the way teachers cover a range of subjects, the Heads of Departments will be the designated curriculum leaders for their phase and TLR's will be linked to this.

Q. What are the current phases?

A. Early years covering Reception to year 2, Primary covering years 3 to 6 and Secondary covering years 7 to 14, however as there are some years which have significantly higher numbers than others they may be renamed Lower, Middle and Upper school as this will allow more flexibility in the approach to the curriculum.

Q. Are there statements for each curriculum area?

A. Yes there are broad statements for the National Curriculum.

Staffing – Performance appraisals had been completed and observations carried out. As a result some TA's needed to review their focus as the presence of the observers had distracted them and so the lesson did not move on effectively.

NQT support – The training being provided by the school for its NQT had been moderated and was being cited as an example of very good practice.

Beverley Hayllar had attended the staff inset day which had been very effective.

It was noted that work on the new Pre Key Stage Standards (PKS) was progressing with the school working on reading and English and St Nicholas maths.

There was a brief discussion on the different levels from PKS, Stepping Stones, Bridging Levels and Milestones.

Q. Will there still be progress expectation?

A. Yes however there could be very small steps and the engagement profiles will be used to record progress.

Evidence Recording – As the board was aware CASPA would cease to be used with the decision to replace P levels but there were now some bespoke systems that could be adapted to set targets and record progress. One in particular called Evidence for Learning was being investigated as this appeared to have a more flexible approach.

Q. Will it be able to provide comparative analysis with other schools using this system?

A. No it will not as each school will have its own assessment data.

Q. What about the PKS comparisons?

A. The comparisons will be based on moderation of work and assessments which will look at pupil progress.

It was reported that the Boccia team had come second in one of the London events but there was a second one and if they won that then they would travel to the finals in Birmingham.

The matter of therapy provision had been discussed at Resources and the board noted that additional cost of providing services for out borough pupils at the present time. When the service provision costs were reviewed again the additional costs might need to be included along with a list of the different services that were being provided.

The board noted that the school had been dealing with specific child protection issues and discussed how the work of Hazel Earl linked to this. Her role related to supporting the families through the school, whereas the specific incidents that had raised concerns related to the individual home situations.

Draft SDP – This would be discussed at the Strategy meeting in April.

The head teacher and deputy were thanked for their reports.

8. Committee Reports

Strategy – 15th January 2019 – The minutes had been circulated and were noted. There were no questions.

Achievement & Standards – 23rd January 2019 - The minutes of the meeting had been circulated to all board members. There were no questions on the minutes which were agreed.

Resources – 19th March 2019 – The minutes of the meeting had been circulated to all board members. There were no questions on the minutes which were agreed. All matter referred or requiring formal approval by the board were listed on the agenda.

Head Teacher Appointment Panel Full board meeting to ratify the decision held on the 5th February 2019 – The minutes of the special board meeting had been circulated, were agreed and signed by the chair.

The appointment of Katherine Lewis had been confirmed and the board had a brief discussion about induction arrangements and attendance at meetings during the summer, prior to taking up the appointment on the 1st September.

Health & Safety Committee – The minutes of the school committee had been circulated but it was noted that at the present time the committee was short of members. This would be discussed with staff members. The head teacher hoped that the committee would be able to undertake a review of some of the school risk assessments in the future.

Car Park, Parking and off-loading of pupils – The chair was concerned that there was still an issue with vehicular access to the school at certain times of the day and reported earlier in the term he had observed so unsafe practice with a carer taking a child from the rear of a vehicle when he had been passing the school. The option of using bays in the block of flats opposite the school had been investigated but there were insurance issues and this was not possible. It was reported that when the carpark had been resurfaced there had been a review of the use of bays and access arrangements. The chair requested

that the parking and off-loading as well as the siting of the bus stop be considered in a review to see if there were any other ways in which access to the school could be improved along with the safety of pupils being off loaded from vehicles on the road. This could involve TFL and Council representatives. It was agreed to look at all options should be considered and linked to the site feasibility study that was already taking place.

Action 1: Head Teacher

9. Items for approval and ratification

The following financial and other reports were submitted and formally approved:

Q3 financial reports – presented for signature at Strategy, discussed and agreed at Resources and formally approved.

Capital & Revenue Budget 2019/2020 – The board discussed the current level of funding and reserves and the proposal that identified areas of expenditure on aspects of the premises be deferred until such time as the board received the feasibility report on the site and possible relocation of the school to a new site. The board discussed the additional costs which included teaching and non-teaching salary increases, some of which were being specifically funded, and a significant increase in teacher pension costs which was also being funded in the financial year. The indication had been that in future years this would be built into the overall funding levels. The board formally agreed that Capital & Revenue budget for 2019/20 and agreed to defer expenditure from the reserves until next term when a decision could be made concerning planned works.

SFVS – The document had been circulated and as part of this process the Benchmarking Report and the 3 Year Budget Plan were noted. The Benchmarking reports showed that the school was for most identified areas in the middle of the range for similar schools.

The 3 year budget plan indicated that by 2021/22 there could be a deficit as all reserves would have been used however this was based on current funding levels and it was hoped that there would be additional funding over time.

The SFVS form was approved. The chair of Resources would completed the financial competency analysis and report back to the next committee meeting.

School Fund Accounts – These were agreed

RBS Procurement Card – The board noted the purchases made using the card.

During the summer cycle the board would review the Gift Register.

10. School Policies

The following policies had been reviewed by committees and were submitted for final approval or noting:

Finance Policy and Procedure Document

Scheme of Delegation

Charging & Remissions Policy

School Meal Debt Policy

Inventory of stock / write off / disposal policy

Assessment Policy

These were approved

Policies presented to Achievement & Standards Committee were:

Safeguarding (which was based on a revised policy issued by the LA)

Work Related Learning Policy

Grief & Loss Guidelines 2018

This had been updated as a result of recent pupil bereavements in the school.

No other policies were submitted for approval.

11. Link Adviser Report

This had been discussed as part of the Head Teacher's report.

12. School Development Plan and SEF

The Development Plan and the SEF, which had been updated to reflect the proposed changes in the OfSTED Inspection framework which would be introduced in September 2019 had been discussed as part of the head teacher's report.

It was noted that provisional areas for the next SDP had been included at the bottom of the SEF and would be discussed by the board and its committees as well as staff members, next term. This would be an outline plan as the new head teacher would no doubt wish to consider possible changes. This was agreed.

13. Governor Training and L A Items

Governor Training Programme (Octavo) – The clerk had provided the chair with a summary of training for the current academic year. The new programme would commence from the 1st April. Board members were encouraged to attend appropriate training.

Bespoke Training arrangements for 2019/2020 would be discussed in the Autumn.

14. Any Other Business

Fundraising and school activities – The board was advised of the significant private funds that had been donated to the school and how the school planned to use them. Some could be contingent on the outcome of the feasibility study so the plans were flexible at the present.

The school would have its Fun Day on the 15th June and a full list of the summer events would be circulated to board members.

There was no other business

15. Publication of Minutes

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

16. Dates of Future Meetings

The Governors noted the date of future meetings which will be held at 6.00 p.m.

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**

Ken Morcombe gave his apologies for the board meeting on the 10th July.

There being no other business the meeting closed at 8.15 p.m.

Date

Chair