



GOVERNING BODY

Thursday 2nd June 2015 at 6.30pm

GOVERNORS (* indicates present):

<u>Parent</u>	<u>Co-opted</u>	<u>Authority</u>	<u>Trust</u>	<u>Staff</u>
* Ms P Dixon	* Mr M Dixon (7.00)	* Mr C Kitson	Ms R Bynon	* Mrs K Wheeler (HT)
* Ms R Medwynter	* Mr S Gascoine		* Mr T Williams (Chair)	* Ms K Henderson
* Ms M Thomas	* Mrs E Humm		* Mr J Blair	
	Ms A Ross			
	* Ms B Whelan			
	* Mr T Wilkins (6.55)			

In attendance:

Ms A Money, Business Manager and Clerk to the GB
 Mr M Parvez Head of Secondary
 M J Bowers-Broadbent Head of Primary
 Mr M Beresford, Minuting Secretary

MINUTES

Min	Summary of Action Points or Matters Arising for next meeting	Action
47/15	Minutes of 14 th May to be signed by the Chair	Chair, Clerk
48/15.1	Nominations for Trust Board	All Governors
48/15.2	Admissions policy on agenda of first GB meeting in the Autumn term	Clerk (agenda)
48/15.3	Communications Committee to meet after Resources Committee at 17.30	C Kitson, A Ross, T Wilkins, Clerk
52/15.4	Pupil behaviour points interviews - Governors invited to observe and/or train for participation	All Governors
54/15	SDP	
	<ul style="list-style-type: none"> • Governors asked to comment by Tuesday 7th July 	All Governors
	<ul style="list-style-type: none"> • Provide list of names to match initials in lead person column 	Clerk
	<ul style="list-style-type: none"> • Remove "flexibility" from pp 3 and 6 	HT, Clerk
55/15.1	Special GB meeting re BRIT project - make amendments to minutes	Clerk
58/15.2 & 3	Awards ceremonies for Reception, KS1 and KS2 at 9.30 on 16th July and the Y6 play at 6.30 on 6th and 7th July - all Governors invited	All Governors

Governors' comments, queries, or challenges during debate are highlighted in these minutes in italic underlined text, with responses and debate following in italic text.

- 45/15 WELCOME AND APOLOGIES FOR ABSENCE** Action
 Apologies were received and consented from Governors Ross. Governor Bynon's term of office had expired (see minute 49 below).
- 46/15 DECLARATIONS OF INTEREST AND REGISTER OF GIFTS AND HOSPITALITY**
 There were no declarations of conflicts of interest on items on the agenda or receipt of gifts or hospitality.
- 47/15 MINUTES OF THE GB MEETING HELD ON 14th MAY 2015**
 The minutes were approved as a correct record. To be signed by the Chair. **Chair,
Clerk**
- 48/15 MATTERS ARISING AND ACTIONS OUTSTANDING**
- 1 Minute 34/15.2 - Nominations for Trust Board**
 There still had been no nominations for the vacancy on the Board in addition to the Chair, and he again asked Governors to consider putting themselves forward. **All
Governors**
- 2 Minute 34/15.4 - Admissions policy : reminder**
 It was noted that it had been agreed to consider Admissions Policy at the first GB meeting in the Autumn term. **Clerk
(agenda)**
- 3 Minute 41/15 - Communications Committee**
 The meeting planned for 25th June had been cancelled due to Governors being unable to attend. It was agreed to re-arrange the meeting to take place after Resources Committee at 5.30 pm. **C Kitson,
A Ross,
T Wilkins, Clerk**
- 49/15 MEMBERSHIP**
 The Clerk reported that Rhadika Byron's term of office had expired. As a Trust Governor she was willing to be re-nominated but wanted the GB to know that other commitments might mean her attendance being sporadic in future. Governors valued her input and experience it was agreed to re-nominate her to the Trust Board.
- 50/15 CHAIRS' ACTION**
 None to report since the special meeting convened to discuss the BRIT project (update at minute 55 below)
- 51/15 COMMITTEE UPDATE**
- 1 Performance Committee 21ST May 2015**
 It was noted that levels were an important issue requiring considerable work. Recognizing that it was quite challenging for non-experts to understand the new systems for assessing pupil performance, the HT asked Governors (particularly those who were not members of the Committee) for feedback on the data in the school's statistical reports.

 Governors noted the minutes and ratified Performance Committee's decisions.
- 2 Resources Scrutiny Committee 17th June 2015**
 The Business Manager reported verbally that the budget was on target and other major matters discussed were on today's GB agenda - Health & Safety policy, and premises.

The HT pointed out that the Council had implemented a living wage as the minimum for council employees, and it was looking to extend this to schools, possibly by April 2016. The decision was for the GB to make, and further analysis was necessary, but the additional costs of paying a living wage were estimated at £20,000.

52/15 HEAD TEACHER'S REPORT

The HT's report had been circulated with the agenda accompanied by the Summer 1 update of pupil performance (Buxton School "Data Dashboard"). The HT drew Governors' attention to the main points of her report and highlighted the following:

1 Community

During half term the BRIT project (see Minute 55 below) had tested the school's relationship with the community, but the HT was pleased to report mainly re-assuring and positive feedback from many people including those at the centre of the concerns. 190 young people had been provided with a variety of activities over half term, including study support, gardening multi-sports, football, tennis and the Vproject.

2 Achievement

Y11

Results were now awaited but the data was predicting a 3 percentage points drop in 5A*- C inc Eng & Maths from 67% to 64% since the last prediction. The target was 68%, but this compares to actual results of had been raised from 61% last year.

Y10

Referring to the data dashboard, the HT reminded Governors about the new Attainment and Progress 8 measures for Year 10, which enabled every child's progress to be tracked and was currently very good at a positive score of +0.79.

KS2

Reading and Maths tests had been done, results being due on Tuesday 7th July. Writing was teacher assessed. Results and predictions looked encouraging with data showing an 8% increase on matched level 4 (and 4% in level 4+) in reading, writing, and maths. The tests would soon provide an opportunity to check teacher assessments. The HT also reminded Governors that the reports to Performance Committee provided further detail.

3 Quality of Teaching and Learning

The data had not changed from the previous report as the only teachers being observed at present were those trying to improve from RI or Good to Outstanding. The standard of teaching was therefore not expected to fall and could improve further, although practically good or better teaching was unlikely to exceed 90%.

4 Behaviour & Exclusions

The HT explained the behaviour points system used to penalize shortcomings such as failure to produce homework, lateness to class, or poor behaviour. A secondary student accumulating 20 points was regarded as serious and triggered a meeting with the HT and the start of an additional disciplinary process involving a meeting with a Governor. The system had been extended to Primary with 6 points being the stage of concern.

The HT thanked Governor Kitson for attending these interviews so far, and asked all Governors if they would be willing to be available to participate in these interviews, which normally involved 5 or 6 students and their parents during one day. Training and the opportunity to observe meetings would be provided.

A student involved in a one off significant incident had been referred to an outside agency but would re-join the school in September.

Action

Was this the normal duration of placements away from school?

No, referrals were usually longer and normally used as a transition to another school, e.g. 2 terms at the Pupil Referral Unit or up to 6 weeks at Rushcroft Secondary. But on this occasion Buxton was taking the student back.

[Governor Wilkins arrived 18.55]

5 Leadership and Management

The HT pointed out that the revised draft SDP was available and a separate item on the agenda. She thanked BLT and a sub-group of Governors for support in recent weeks, during which extensive work on the new building development was required as well as normal school activities and service.

6 Resources

The HT pointed out that although the budgetary situation had been positive up till now the outlook for all schools' spending looked tighter. The Government seemed unlikely to put much more money into education generally, and the national funding formula would tend to switch resources away from London into rural areas. National insurance contributions were expected to rise. It was increasingly necessary to take a longer term (3 to 5 year) perspective on financial planning.

The HT concluded her report by emphasizing that, whatever the outcome in results, neither students nor staff could have worked any harder, and she wanted to record her compliments to everyone for their superb efforts. One member of staff who had worked in 15 schools had said that Buxton was the best.

[Governor M Dixon arrived 19.00]

Governor Wilkins commented that his experience was that budgets were never abundant, but he feared the next 5 years might be as tight financially as the early 90's. He had never seen staff or pupils work harder than in this school.

The entire GB wanted to record thanks to staff for all their hard work.

53/15 BUILDINGS DEVELOPMENT

The HT tabled copies of plans and application for planning permission 151684 that had been submitted for approval in the first week of August 2015. Some pages illustrated how the principal phases of the development would change the school site and premises, and others showed the layout of the new buildings. All these were available for Governors to view on the Waltham Forest Planning web-site at:

<http://planning.walthamforest.gov.uk/Planning/lg/GFPlanningDocuments.page>

The following features were highlighted in the HT's commentary and /or as a result of Governors' questions while reviewing the plans:

- Phase 1 involved setting up of site facilities and installation of relocatable classrooms in the staff carpark by October half term. The area would then be boarded off and outside space would reduce.
- Access to the Primary school would be via the Park and from Terling Close. The main adult entrance to the school would be from Woodhouse Rd.

- In the interim parking for staff had been arranged on Wanstead flats, although there would be some parking on the school site for staff working later than 5pm
- Phase 5 involving demolition of the Primary buildings over 4 months in the winter would be the most difficult to manage from the point of view of restriction on space, although at each juncture in the scheme outside space would be so limited that students would only have access on a phased basis.
- The only building to be retained would be the current music and drama block
- The asbestos register recorded if/where there was any asbestos present but asbestos would be checked and dealt with in accordance with procedures
- After the development, the site would have more outside space than now.
- KS1 playground would be used by KS2
- Using the park as a playground was being considered but it was on the wrong side of the building
- PE lessons would be conducted in church or other community buildings locally, depending on availability and cost
- Dropping off and collecting pupils in Primary phase would be very different in future
- New school halls adjoined each other and shared food preparation facilities.
- Nursery and Year 1 classrooms would have doors leading onto outside play areas
- The sports hall would be the size of 4 badminton courts and there would be offices for PE and community use
- The size of classrooms were generally smaller, which met staff's desire for a greater number of smaller rooms rather than fewer but bigger.
- The second (top) floor contained Y5 and 6 classrooms and Science, Art, and SEN areas
- Children's movement about the building would be controlled and play areas would be separate.

54/15 2015-16 DRAFT SCHOOL DEVELOPMENT PLAN (SDP)

Copies of the draft SDP were tabled and the HT informed Governors that copies were being emailed out to them on 3rd July. In order to present an updated version to Performance Committee on Thursday 9th July and finalise the SDP for staff before the end of term, Governors were asked to comment on the draft by Tuesday 7th July.

**All
Governors**

Could a list of names matching the initials in the lead persons column be provided?
Agreed.

HT, Clerk

In both pp 3 and 6 (Differentiated CPD and school building practicalities, what did the word "flexibility" involve?

This was to indicate that the new building would probably require as yet unknown changes in systems and practices, e.g. merging of offices and reception, changes for administrative support ~~and~~ as had already happened for site services staff. Consultation over each change would take place and had already started.

When do columns for Resources and Costs, effect on T&L, Success criteria and Progress get filled in?

These would be completed for Performance Committee, but Governors' suggestions were invited.

Why was p4 (Analyse and plan to improve weaker performance) blank?

Though blank, this page was included so that Governors were informed of the objective. It would be completed when the results were available.

On further discussion it was agreed to remove the word “flexibility” from pp 3 and 6./

HT, Clerk

55/15 BRIT PROJECT

1 **Draft minutes of the special GB meeting held on 4th June 2015**

Draft minutes had been circulated with the agenda.

Governors' main concern was that the draft minutes recorded their questions about a number of matters at the meeting, but most of these had remained largely unanswered. It was therefore felt that reference to “detailed discussion” in the draft minutes should be deleted, as this could lead readers to feel that answers were provided but had been redacted or were being or kept confidential, which was not the case.

To make this clear, it was agreed to delete 2 sentences referring to “detailed discussion”, and add a sub-heading before the last 4 paragraphs of the minutes to make it clear these were the lessons learnt and the outcome and actions agreed from the discussion that took place.

Clerk

Why had Councillor Ruslyn not attended the GB meeting?

He had not been invited, but he could be asked to attend another meeting if Governors saw this as necessary.

2 **Update on the position since 4th June**

As agreed at the meeting on 4th June, meetings had been arranged with parents on 9th and 11th June. These were attended by Councillor Rusling, Jenna Musa (LBWF Community Safety Team) and Daniel ~~Phelps~~ ~~Stubbs~~ (Senior Education Officer, LBWF), who had conveyed apologies to the parents. 4 parents had come to the first meeting and 2 to the second, with one parent attending both. Of these only 1 parent was against the project at first but then took the view that the school should take some action. All the parents had agreed that the school should continue with something, but not the BRIT project.

The HT reported that she was urgently trying to respond to requests for information lodged under the Freedom of Information (Fol) Act. She had no problem about answering questions concerning the survey being stopped, or equality implications, or the school's Prevent duty under Counter Terrorism and Security Act 2015. However, disclosing relevant information without releasing the identity of individuals was difficult, e.g. where it involved correspondence by email. As such responses might be subject to Section 36 of the Act, under which information could be classified as exempt from disclosure in order to protect the effective conduct of public affairs or if, on balance, it was not considered to be in the public interest to disclose it. This was not a matter she could determine herself, and had therefore sought guidance from WF Legal Services. (The decision would have to be made by The Chair of Governors).

56/15 POLICIES

1 **Health & Safety Policy**

Governors noted that the policy had been reviewed by Resources Committee. The Business Manager pointed out that it was likely to need more frequent and regular

updating over the next year due to the re-development of the school site.

The policy was agreed, unanimously.

57/15 SOUTH AREA PARTNERSHIP (SAP) / SECONDARY CHALLENGE

Action

The HT reported that as part of a quality assurance review process leadership teams in the Secondary Challenge schools were being trained to observe and share good practice. In addition LA funding was being used to make data similar to that within RAISEonline available early in the Autumn term, to help in making comparisons and identifying areas for development.

There was no equivalent partnership initiative for Primary schools yet, but they may decide to co-operate.

58/15 GOVERNOR FEEDBACK

1 *Link Governor Reports*

Governor Whelan had today attended a talk about puberty for Year 5.

2 & 3 *School related events attended & Governors' contributions to school life*

Governor Paulette Dixon had attended sports day last week, and Governor Kitson had assisted in disciplinary interviews.

The Head of Primary phase Jackie Bowers-Broadbent invited Governors to attend awards ceremonies for Reception, KS1 and KS2 at 9.30 on 16th July and the Y6 play at 6.30 on 6th and 7th July. Governors were reminded that they received information about such events via the newsletter.

**All
Governors**

4 *Training planned or undertaken*

The Governor Training Record had been updated and circulated with the agenda.

59/15 ANY OTHER BUSINESS

1 *Pre-school childcare provision*

Governor Medwynter asked if there had been any further development. The HT said that OFSTED were still due to inspect the premises.

2 *Cost of school photographs*

Governor Wilkins was concerned that parents were unable to afford the high cost of school photographs and asked what was happening at Buxton. The Business manager said that the school was looking at alternative suppliers.

60/15 DATES OF FUTURE MEETINGS

The Clerk drew Governors' attention to the fact that a revised schedule of dates had been circulated with the agenda.

There being no further business the meeting was closed at 20.20