



## GOVERNING BODY

**Thursday 17<sup>th</sup> September 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	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			

**In attendance:**

Ms A Money, Business Manager and Clerk to the GB  
 Ms J Bowers-Broadbent Head of Primary  
 Caroline Monahan, Assistant Head Teacher (for Admissions item, minute 63/15)  
 Mr M Beresford, Minuting Secretary

## MINUTES

Min	Summary of Action Points or Matters Arising for next meeting	<u>Action</u>
<b>64/15.1</b>	July minutes - Chair to sign fair copy	<b>Clerk, Chair</b>
<b>64/15.2</b>	Communications Committee - Governors interested in participating to consult each other and arrange a mutually convenient date and time	<b>J Blair, A Ross B Whelan, T Williams</b>
<b>76/15</b>	School web-site - Governor to supply biographies / photograph to Clerk, Clerk to review Code of Conduct	<b>All Governors Clerk</b>
<b>78/152 &amp; 3</b>	Sports Award and Open evenings in October (details on web-site) all Governors invited	<b>All Governors</b>

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

**61/15 WELCOME AND APOLOGIES FOR ABSENCE**

Apologies were received and consented from Governors Bynon, M Dixon, and P Dixon. Governors Kitson, Medwynter, and Thomas were also absent.

**62/15 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.

**63/15 ADMISSIONS**

This matter had been referred from recent GBs (Minutes 34/15.4 and 48/15.2). Caroline Monahan, Assistant Head Teacher, tabled an explanation of the Borough's oversubscription criteria for 2016-17 which was subject to public consultation. The main change was the inclusion of school staff children as Priority 4, after LAC [Priority 1], Medical or social reasons [2], Siblings [3] and before Distance [5]. School staff children were defined as those of staff employed at the school for 2 or more years at the time of application, or of staff recruited to fill a skills shortage.

To reduce its administrative workload in relation to Reception and Secondary transfer, the Borough was also going to close waiting lists at the end of August instead of December. Parents would have to confirm if they wanted to be on the waiting list instead of being placed on it automatically. After August parents would have to complete an in-year common application form (iCAF).

Waltham Forest had decided against an option under para 1.39B of the admissions code which offered priority to children attending a school-run nursery who were eligible for pupil premium grant (PPG). This was because the Office of the Schools Adjudicator had deemed such an option as potentially disadvantaging children who did not attend nursery.

In discussion the following points or queries were clarified:

- References to FSM pupils in the paper meant pupils eligible for PPG
- The rationale for the LA introducing the new priority 4 was to attract and retain staff. The HT said she had no strong feeling about whether this category should be included, but she wanted Governors to be clear that without it Buxton would be out of synchronization with LA admissions policy. The school could still consider offering priority to nursery children eligible for PPG.
- It was felt staff would welcome including priority 4, and despite Buxton being able to make its own decisions as a Foundation school, a commitment to adhere to LA policy had always been regarded as paramount.

Governors agreed that Buxton admissions policy should stay in line with the LA policy and approved unanimously the change in priorities to include priority 4, school staff children. For the same reason the option to offer priority to children attending a school-run nursery who were eligible for PPG was rejected, unanimously.

**63/15 ELECTION OF CHAIR AND VICE CHAIR**

**Action**

The term of office for both Chair and Vice Chair was agreed as 1 year.

Nomination forms had been circulated with the agenda no formal nominations had been returned. Governor Williams was asked to continue as Chair, and agreed to do so. Although absent, it was thought that Governor P Dixon might be willing to continue as Vice Chair. Governor Gascoine agreed to stand as Vice Chair jointly with Governor P Dixon, and the appointment of both Governors was agreed.

**64/15 MINUTES OF THE GB MEETING HELD ON 2<sup>nd</sup> JULY 2015**

The minutes were approved as a correct record. Fair copy to be signed by the Chair.

**Chair**

**65/15 MATTERS ARISING AND ACTIONS OUTSTANDING**

**1 Minute 48/15.1 - Nominations for Trust Board**

None received. Nominations were still invited

**2 Minute 48/15.3 - Communications Committee**

Only Governor Ross and the HT had been available after Resources Committee. Governors interested in participating in this Committee were asked to consult each other and arrange a mutually convenient date and time.

**J Blair, A Ross  
B Whelan  
T Williams**

**3 Minute 52/15.4 - Governors attending /conducting pupil behaviour interviews**

Governor Blair had observed an interview during a visit. However, Governor Kitson remained the only Governor undertaking this function regularly at present. Governors were again invited to participate in or observe in interviews as training for the role.

**4 Minute 54/15 - School Development Plan**

The HT reported that the changes discussed had been made, but there had been no further comment from Governors after the meeting. The latest version of the SDP had been circulated with the agenda and was considered later in the meeting (see Minute 68/15 below).

**5 Minute 54/15 - BRIT project - amendments to minutes of special GB meeting 4th June 2015**

The HT confirmed that the agreed amendments had been made.

**66/15 CHAIRS' ACTION**

The Chair reported that he had signed a number of documents related to progressing building works, but other than this no reportable action had been required.

**67/15 COMMITTEE UPDATE**

**1 Performance Committee 9<sup>th</sup> July 2015**

Draft minutes had been circulated with the agenda. The Chair (Governor Gascoine) briefly summarized what was discussed and highlighted that a report from consultants had not revealed any major missing factor in current action to improve performance. Absence had also been discussed along with data predictions, but these were now overtaken by results and fresh data, which would be on the agenda of the forthcoming meeting of the Committee (24<sup>th</sup> September).

The minutes were noted and Governors ratified the Committee's decisions.

## **2 Inclusion and Diversity Committee**

The Chair (Governor Whelan) reported verbally that the Committee had reviewed data for the previous term and received a report on more able students.

The Committee's decisions were accepted and ratified.

## **3 Resources Committee 9<sup>th</sup> September 2015**

The Business Manager reported verbally that Resources Committee had reviewed staffing and budget progress, which were on target. Other matters discussed included: the catering contract, which needed to be re-tendered as Primary and Secondary phase meals would in the new premises be served together from one kitchen; the payroll service which, although changed in April, was not thought to be working well; pupil hardship; premises lettings; and field trips.

Governor Wilkins commented that he took pride in the fact that Buxton was a pilot school in the introduction of the 'living wage'. He also pointed out that, to facilitate the change to an all-through Trust school, a written commitment had been given at that time to existing - but not new - staff that they would not be obliged to work cross-phase.

Was it still intended that staff employed before the change in school status would not be obliged to work cross-phase?

*There was no intention to force any staff to do this, indeed to do so would be counter-productive. The Primary phase was understaffed compared to Secondary and, where they were willing to do so, individual teachers would be asked to consider cross-phase working. This was not new, as some MFL and Science Teachers had taught at Primary level, but the situation was different in that in future Primary and Secondary would be together in one building requiring a new timetable and which might involve teachers teaching out of their own subject. To date no-one had refused to consider doing this.*

The HT explained the background for why this was necessary:

- Education funding was changing, e.g. the national funding formula meant more money would be allocated to schools outside London. Other changes could affect schools funding e.g. pupil premium grant and pay rises, but were as yet unclear. Some schools were feeling the effect of cuts already.
- Resources Committee had to consider the funding position over a longer time horizon, and on current commitments and assumptions the school could be £1.9m in deficit in 5 years' time.
- This meant future recruitment needed careful planning, and might be constrained.

Was there a fear of redundancies happening and if so, how did this arise?

*There had been no discussion of planned redundancies at Resources Committee and this had not come from the HT. Rather the situation was one where more careful consideration had to be given before employing additional staff. The HT was aware that union representatives may have expressed concern about redundancies, but she had not received any formal queries. The delay from July to September in issuing the new timetable may have caused some uncertainty, but a staff meeting scheduled for Monday 28<sup>th</sup> September would hopefully clarify the position and allay fears.*

Was the teacher training different between Primary and Secondary?

*The depth at which a main subject was taught was different but the main teacher qualification was the same.*

What was the extent of any surplus staff hours?

About 3 hours per person, possibly greater for some, but further investigation and discussion was required to take into account subject-matching, PPA (planning, preparation, and assessment) time, and any effect on supervision at lunch times and after school hours. The deployment of all teachers was determined by Directed time as defined in the School Teachers' Pay and Conditions Document.

The Resources Committee's decisions were accepted and ratified.

**68/15 SCHOOL DEVELOPMENT PLAN (SDP) UPDATE**

The updated SDP had been circulated to all Governors with the agenda and the Chair invited comments.

The first objective (Raising standards by improving progress and outcomes) contained a focus on improving Literacy, but where was Maths?

Maths foci were stated under the last objective - analyzing and planning to improve aspects of weaker performance.

Governors otherwise noted the SDP and this latest version was approved unanimously.

**69/15 2014-15 BUDGET OUTTURN**

The School Summary outturn for 2014-15 had been circulated with the agenda. The Business Manager explained that the return had been submitted to and accepted by the LA in March but, unless Governors' had any queries, it required their formal ratification. Governors noted the return and ratified it, unanimously.

**70/15 COMMITTEE TERMS OF REFERENCE**

Committee Terms of Reference had been circulated with the agenda. The Business Manager drew Governors' attention to the sole amendment, which was to delete staff bullying and harassment policy from the list of non-statutory policies that fell under Resources Committee remit.

The Chairman commented that not all the lead Governors specified (English, Maths, SEN, and Safeguarding) were members of Performance Scrutiny Committee. It was agreed that at least the Governors with lead roles for English and Maths should be members.

**71/15 POLICIES**

**1 Financial Scheme of Delegation**

The Financial Scheme of Delegation had been circulated with the agenda. It was noted that this had been discussed and approved at Resources Committee 14<sup>th</sup> May 2015. Governors endorsed and approved the policy.

**2 Pay Policy**

The HT reported that the final draft local model Pay Policy had been received from LBWF today. An extract from an email was tabled which explained the pay award, summarized as follows:

<u>Pay range</u>	<u>Uplift</u>
Bottom of all ranges	1%
Upper Pay, Unqualified and Leading Practitioner ranges	1%
Top of main pay range	2%
Minimum of Leadership range and the 8 HT group ranges	1%
Maximum of Leadership range and the 8 HT group ranges	0%

Implementing 2% at the top of the main pay range would have an adverse financial effect as the budget only allowed for 1% across all ranges. Nevertheless the HT proposed that the recommended pay awards be implemented, and also that Buxton's own pay policy should be kept, as this had been agreed after detailed consultation with staff last year. Subject to informing staff of the award and reasons for it, Governors were in agreement with the pay award and keeping Buxton's pay policy, which were duly approved.

## **72/15 BUILDINGS DEVELOPMENT**

### **1 Plans**

The HT drew Governors' attention to plans displayed on the noticeboard. Planning permission had been approved, contracts signed and construction was due to start at half term.

### **2 Decant arrangements - proposed additional school closure days for pupils**

A schedule of proposed additional school closure days had been circulated with the agenda. These were necessary for moving into new buildings, and were planned for just before and just after school holidays, as follows:

Primary phase: 2016 - 20<sup>th</sup>, 21<sup>st</sup> and 31<sup>st</sup> October, 1<sup>st</sup> and 2<sup>nd</sup> November

Secondary phase: 2017 - 18th, 19th, and 20th December  
2018 - 3rd and 4th January ( +5th January as INSET day)

The HT informed Governors that the LA had been unhappy about this number of extra days' closure affecting both Primary and Secondary pupils. They cited Willowfield as an example of a school that had managed on fewer, but the HT pointed out that Jenny Hammond school, with just a one form entry, had also asked for 5 days.

#### How were parents and staff affected?

*Parents would be informed when the building schedule was more certain, probably in the summer. As there would be no lessons, classroom staff would be in school to pack/unpack and site staff would be helping to move.*

Governors supported the additional school closure days for pupils and these were agreed unanimously.

## **73/15 HT REPORT**

The HT's report had been circulated with the agenda accompanied by the Summer 2 update of pupil performance (Buxton School "Data Dashboard"), which included actual results. The HT drew Governors' attention to the main points of her report and highlighted the following:

### KS2

Writing was stronger than last year, but Maths had not improved and Reading had dropped back, partly because the Reading test was completely new and of a higher order. Buxton had a satisfactory proportion of pupils achieving level 4+, but improving to the more demanding floor standard set by the Government for 2016 (known as "secondary ready", equivalent to 85% of pupils attaining level 4B+) would be extremely challenging.

For comparison, the HT pointed out that attainment at level 4B+ in Maths reading and writing at present was 53%. Many other schools would face similar problems reaching the raised floor standard, but at Buxton pupils continued to be below baseline on entry and make insufficient progress between KS1 and KS2 in maths. Consultants engaged in the summer to look at what could be done had only been able to conclude that even more precision was required in identifying and teaching to gaps.

**KS4**

The results showed 40% of pupils had achieved 5+A\*-CEM (A\*-C including English and Maths) compared to a target of 63% and expected outcome of 67%. Such a drop was completely unexpected, the main causes for it being:

- A significant shift upwards of standards in the IGCSE exam, meaning most students had been graded one lower than expected, and which particularly affected borderline C - D cases.
- A reduction by moderators of 5 marks for all students in Speaking and Listening (S&L) The maximum obtainable was 30, so some students had lost a third or half of their marks

**Did the school know in advance about the change in standard required and how did Buxton compare with other schools taking IGCSE?**

*No. Other schools following the IGCSE curriculum (some of whom were in Waltham Forest) had experienced a similar drop in results of about 20%.*

**Why did the moderator reduce S&L marks?**

*The main reason seemed to be that students were deemed to be using excessive amounts of notes or aids.*

The HT added that the results had been extremely disappointing for everyone, but particularly for those pupils not getting onto courses they wanted. Appeals were being lodged on behalf of 32 pupils whose attainment of A or B in other subjects did not sit logically with their D in English. She also pointed out that the results would probably prompt an earlier OFSTD inspection.

**74/15 SEF**

The HT advised that the SEF would require complete revision due to the new OFSTED framework

**75/15 PREVENT DUTY**

Governors noted the DfE advice for schools published in June 2015 and circulated with the agenda.

**76/15 CONSTITUTION**

DfE guidance dated August 2015 on the Constitution of Governing Bodies of Maintained Schools had been circulated with the agenda before the meeting.

The Business Manager & Clerk drew Governors' attention to paragraph 25 to 27 which recommended that Governors' and Associate Members' details, attendance record, and any relevant business and pecuniary interests be published on the school web-site.

**All  
Governors**

It was also noted that the Code of Conduct for Governors should make it clear that Governors' details would be published. It was agreed that all recommended information should be brought up-to-date. Governors were asked to supply a brief biographical paragraph and, if possible, a photograph to the Clerk. Clerk to review Code of Conduct.

**Action**

**Clerk**

## **77/15 SOUTH AREA PARTNERSHIP (SAP) / SECONDARY CHALLENGE**

It was agreed the HT would report any SAP developments to the Performance Strategy Committee.

## **78/15 GOVERNOR FEEDBACK**

### **1 *Link Governor Reports***

Governor Whelan had attended a Y6 parents meeting on SATs on 9<sup>th</sup> September and reported that attendance had been good.

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

Governor Gascoine had given out prizes at the Primary school end-of-term prize-giving and had attended a visit this week by the children's author and poet Michael Rosen.

Governors were invited to attend the Sports Award and Open evenings in October, details of which could be found on the school web-site

**All Governors**

### **4 *Training planned or undertaken***

None reported.

## **79/15 ANY OTHER BUSINESS**

### **1 *Breakfast Club***

In response to a suggestion by Governor Ross that the school's Breakfast Club should be extended to match what other schools offered, the Business Manager and HT explained the Buxton club already catered for 100 children. Expansion was being considered but was currently limited by space. The feasibility of developing Buxton's own after-school provision was also being considered as the current provider had discontinued service after the summer.

### **2 *School uniform***

Governor Ross referred to difficulties and parental complaints about the operation of the school uniform shop which operates on the school site. She suggested that the function might be better undertaken by a local provider with an external shop. It was agreed to look at the options once the concerns were understood and shared with relevant staff.

**Business  
Manager**

### **3 *Representation of Governors at Resources Committee***

Governor Wilkins reminded the GB that for probity Resources Committee needed to ensure it had adequate representation of those members who were not also employees of the school.

*There being no further business the meeting was closed at 20.45*