



GOVERNING BODY

Thursday 21 September 2017 at 18.30

Minutes approved:

Date:

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GOVERNORS (* indicates present):

<u>Parent</u>	<u>Co-opted</u>	<u>Authority</u>	<u>Trust</u>	<u>Staff</u>
* Ms I Anikweze	Mr M Dixon	Mr C Kitson	* Ms W Levingbird	* Mrs K Wheeler (HT)
Mr A Washington	* Mr S Gascoine (VC)		* Mr T Williams (Chair)	* Ms V-J Clarke
1 x vacant	* Mrs E Humm		* Mr J Blair	
	* Ms A Ross			
	Mr T Wilkins			
	1 x vacant			

In attendance:

Police Officers E Knox and S Wilson
 Ms T McGing, DHT
 Ms A Money, Business Manager and Clerk to the GB
 Ms S Alexander-Bedingfield, Minuting Secretary
 Mr M Beresford, Minuting Secretary

MINUTES

Min	Summary of Action Points or Matters Arising for next meeting	<u>Action</u>
	HT to visit a local school who has experienced use of knife arches	HT
	Knife Arches to be included as an agenda item on the Inclusion & Welfare Committee	Clerk
69/17	HT to email Wendy Levingbird with details of furniture required for new staff room	HT/ Alison
71/17	Emma Humm to speak with spouse to gauge interest in becoming a Governor	Emma Hunt

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

Meeting started at 18.35

	SAFEGUARDING PRESENTATION BY OFFICIERS PC S WILSON AND PC E KNOX	
	The officers outlined to governors Operation Septor which highlighted a 34% increase in knife crime, especially within the age group 12-16 years. The Cayhall Gang operated within the area with 86% of their members aged between 15-19 years. The victim profile aged 16-19 years. Various police led operations existed within the borough aimed at stopping knife crime.	
	Knife arches were promoted by the police as a method of re-enforcing the message to young persons that the school and police worked together and the dangers around carrying knives. Other local schools such as Burnside, Walthamstow Academy and Walthamstow College had used knife arches. The aim is not to criminalize but to establish that school is a safe haven for children and that it is not acceptable to bring knives into schools. 80% of children carrying knives did so because they were scared.	
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	PC Wilson & Knox explained that the knife arch could take various formats with parents having notice that they would be placed in schools, or a "surprise" arch. Teachers would conduct the search of pupils although the community officers linked to the school would oversee the search. It was recommended that plain clothed officers would be in the school vicinity to see if any knives were abandoned in the locality when students became aware that the arches were in operation.	
	There followed questions from the governors to PC Wilson and Knox as to the experiences of other schools, the willingness of teaching staff to carry out the searches and the impression it would give to parents, especially those in the KS1 and KS2.	
	The officers highlighted other initiatives within school's community support that they could offer the school. PC Dominic would shortly be working with the school as their main contact/liaison. This would include officers linked to Trident, Gang Support, online safety and sexual exploitation of youths. Officers would like to engage with the school. Governors and Headteacher suggested that Richard Graham visit the school and talk to staff about what was happening locally so that teachers could put into context some incidents that may be relevant to their pupils.	
	Governors welcomed collaboration with the Community officers within the Junior Citizen program and possible attendance at school open evenings.	
	<i>19.00 PCs Wilson and Knox left the meeting</i>	
	The Headteacher informed governors that there was an increase throughout the borough of knives within schools. The school had carried out some searches of school premises towards the end of the last academic year to reinforce safety within the schools. No knives had been found. It was important that the school remained a safe haven for pupils and that unnecessary concerns were not portrayed to parents. However, the school should remain proactive rather than	HT to visit a local school who have experience of the knife arches

	reactive as a deterrent can be used as a positive.	
	Headteacher would encourage more use of the hand-held wands, especially if any concerns arose. Governors questioned the role of the School Officers and whether their presence was enough of a deterrent. Continued communication and education is needed between the school, parents and pupils on the topic in general.	
	Staff may be reluctant to carry out the searches themselves and greater information would need to be given to them before they decided.	
	Governors AGREED to access the other services offered by the Officers.	
	Knife arches to be included as an agenda item for the Inclusion & Welfare Committee.	Clerk
61/17	APOLOGIES FOR ABSENCE	
	Apologies were received and accepted from Governors Tony Wilkins and Clyde Kitson.	
62/17	DECLARATION OF INTEREST AND REGISTER OF GIFTS AND HOSPITALITY	
	There were no declarations	
63/17	ELECTION OF CHAIR AND VICE CHAIR	
	One nomination was received from Governor Wendy Levingbird for Tom Williams as Chair and Sean Gascoine as Vice Chair. Governors voted and agreed the elections unanimously.	
	Governor Tom Williams would look to step down as Chair at the end of the academic year; and would begin delegating matters to the Vice Chair in preparation to take over the role of Chair at the start of the next academic year.	
	Governor Belinda Wheelan had resigned from the governing body due to personal reasons. Governors thanked her for her contribution and service.	
	Governors were encouraged to take on greater responsibility and roles with the governing board to improve their training and understanding.	
64/17	MINUTES OF THE LAST MEETING HELD ON 29 JUNE 2017	
	The minutes were approved as a correct record.	
65/17	MATTERS ARISING FROM THE MINUTES	
	There were no matters arising from the minutes of 29 June 2017. Governor Sean Gascoigne signed the minutes and these were retained by the school for filing.	
66/17	CHAIR'S ACTION	
	Discussions had taken place concerning the school's PAN. The LA initially objected to a reduction of the PAN. However, discussions have now taken place and a request had been sent to the adjudicator to reduce the PAN for the current reception and Year 1.	

	Chair had approved an IT expenditure.	
67/17	SAFEGUARDING	
	All new staff have completed 3hrs child protection training and existing staff had their yearly update.	
	The school was a calm and happy environment, despite the overcrowding within the site. The school had recently undergone a fire drill/practice. This had gone well in primary. One group in Secondary had to repeat the drill due to low level talking. There had been a good transition from Year 6 to Year 7. No reported incidents.	
68/17	HEADTEACHER'S REPORT	
	The HT's report and data dashboard had been circulated electronically to governors prior to the meeting.	
	The following points were highlighted:	
1	Across the school, approximately 140 places were vacant, in comparison to last year. There were gaps in every year group. The school is in the process of conducting an analysis as to the reasons. It was mainly a move out of London as opposed to another school. Offers of relocation usually give the family a short period to accept and move out.	
2	There was a good improvement in KS2, the results have remained strong in writing and improved considerably in reading and math. KS4 results are in line with the school's predictions, but lower than we would want of our pupils. Progress 8 figures are to be published in a few weeks' time.	
	<i>7.40PM Governor Teresa McGing joined the meeting</i>	
	The results for reception are similar to last year and below the national average. However, pupils start below the national average and finish closer to average at the end of the year compared to where they start. KS1 data is above targets and a considerable improvement upon last year.	
	5+ in Math was a disappointment to the school, but it indicated looks as if our progress will be broadly average. The pupils did about as well as expected based on ability when they came into the school. <i>Q: Did any subjects stand out?</i> <i>A: No, it was across the whole year group. The school were aware of the ability and complex nature of the cohort and as such a lot of time, effort and resources had been put into the year group to get the results we did.</i>	
	<i>Q: Where are within the Borough?</i> <i>A: In Waltham Forest, progress is high; so, the school is lower down in the borough charts. Pupils did less well than predicted by staff.</i> <i>Q: How will they be helped this year?</i> <i>A: Some interventions will occur sooner, staff have more knowledge of the exams. It was difficult to get pupils to reach level 5. This year group are similar in their starting level. Staff are booked to visit Leytonstone school to see how they</i>	

	<i>worked, as they had achieved exception progress, even beyond that which we achieved last year.</i>	
	<i>Q: Will our results influence our application numbers for Y7?</i>	
	<i>A: At present our numbers are stable, but it may be difficult to recruit if our numbers/results remain low.</i>	
3	The reduction in pupils on roll will have an impact on school budget which continues to be closely monitored.— The reduced numbers are a few from each year group and there has been a reduction in the numbers for reception and Y1 by one class in each year.	
	The building work remains on schedule. Additional transitional costs incurred last year have been paid by EFSA. The school has not been able to secure cover for the EYFS.	
69/17	2017/18 SCHOOL DEVELOPMENT PLAN	
	Governors agreed unanimously to ratify the SDP. Governors considered the objectives of the SDP. Governors associated with the objectives and use the opportunity to discuss:	
	Objective 1 Staff were undertaking CPD and drop in sessions had been arranged. Lesson observations were planned for the next few weeks. Governors are welcome to attend. Chair to arrange a meeting to watch an observation.	
	Objective 2 Governors discussed SEN attendance, comparison between SEN and non-SEN pupils. Primary predictions were lower but comparable to the national average.	
	Work in KS4 focused on the new GCSE curriculum coming in for subjects other than math and English. The new format would now begin in other subjects.	
	Primary are reacting to priorities coming out from the national data – fractions, word problems and multiplications. The school is looking at how it can address these priorities. The key guidance to teachers has changed, by 2020 children will have a multiplication test in Y4, data will not be at school level just LA and nationally.	
	Curriculum presentation given to parents which informed them about the SATs and what they can do as parents to support their children.	
	Objective 3 As the school moves to January 2018 the focus will be on re-enforcing a “one school identity”.	
	The extended school program continues to ensure that the school is used outside of hours for extracurricular activities. Governors are invited to visit the school during such sessions.	
	As the new building is now more visible, more enquiries have come in from parents about the move. The move is to be staggered. There will be no hot food	

	<p>to pupils during the move. The relevant dates are as follows:</p> <ul style="list-style-type: none"> • Secondary pupils end of term is 15 December 2017 • Secondary based staff packing up and removals from 16 - 20 December 2017 • Primary pupils end of term is 20 December 2017 • All staff return on 3 January 2018 (INSET DAY) • Secondary based staff unpacking and setting up from 3 - 7 January 2018 • Primary pupils return on 4 January 2018 • Secondary pupils return on 8 January 2018 	
	New staff room planned for January 2018	HT to email Wendy with details of furniture needed
	Objective 4 Building update is on schedule. The packing and unpacking process needs to be kept to a tight schedule.	
	Parent presentations have been conducted in primary years, secondary presentations have begun with only year 8 outstanding. Nursery and reception are yet to begin.	
	Governance structure needs further discussion as the Resources & Communication meeting had to be cancelled because the meeting was not quorate. There remain two governor vacancies. Newly appointed governors need to be allocated to committees.	
70/17	POLICIES	
	The Model Pay Policy had been circulated to with the agenda. The HT highlighted the main changes and explained that they were included to bring the policy in line with the LA recommendations. It had been adapted to remain compliant with the school's existing policies.	
	Reference to Performance Related Pay extra increments had been deleted.	
	Included reference to "Head of School"	
	The pay rise scale is in line with the review body's recommendation. HT recommended a 2% increase, despite some schools offering a lower level. The unions have agreed to the scales, but will not agree to performance related issues. Governors agreed unanimously to adopt the policy	
	Appraisal Policy Governors were informed that the policy had been presented to the unions with no material changes Governors agreed unanimously to adopt the policy	

71/17	MEMBERSHIP	
	<p>Vacancies in the governing board membership as follows:</p> <ul style="list-style-type: none"> • • Parent governor • Co-opted governor <p>New parent governor elections are on-going. Governor Belinda Whelan has stepped down due to personal reasons. Governors Clyde Kitson and Tom Williams have indicated that they will not seek to renew their term of office at the end of their current period.</p>	
	Governor Emma Humm will speak with her spouse to see if he remains interested in becoming a governor.	Emma Humm
72/17	INITIATIVE FEEDBACK	
	This remained ongoing with no new information, other than Goodmayes Primary School may leave and another school take it's place.	
73/17	GOVERNOR FEEDBACK	
	Governor Anita Ross attended the Information feedback for Years 9 and 10. It was very informative on the changes to the curriculum and the results.	
	Four governors are enrolled on the accreditation program. Governors Tom Williams, Victoria-Jo Clarke and Ifeoma Anikweze are starting next week. Governor Wendy Levingbird in Spring 2018.	
74/17	ANY OTHER BUSINESS	
1	Parents had been sent a letter from the Local Authority regarding the courses on offer at technical colleges. Governors were informed that Waltham Forest Secondary Heads had refused to send the letters to parents as the college would be in competition with the school, however the LA has to send out the letters as this is a requirement of the DfE.	
2	Investment in Park The school was asked as to whether it could support a local initiative to "Investment in Park"	
3	Traded Services from Waltham Forest HT to enter into discussions and renegotiate parts of the services that they would like to access. Adjustments would be made as to what the school would buy into.	
4	Parking Permits There has been a change in the terms that parking is permitted outside the school. This has an impact on parents coming into the school and also staff. The impact is that parents are delaying coming into the school until after 6.30pm, parent event times will need to change. Parents can apply for a drop off and pick up permit. The school has agreed to pay for use of Wanstead Flats carpark up until May for staff and December for parents.	

75/17	DATES OF FUTURE MEETINGS	
	FGB Thursday 14 December 2017 at 18.30	
	FGB Thursday 1 February 2018 at 18.30	
	FGB Thursday 10 May 2018 at 18.30 (to ratify the budget)	
	FGB Thursday 28 June 2018 at 18.30	
	Meeting closed at 20.35	