

Rhodes Avenue Primary School

Governing Body

Minutes of the meeting held on Tuesday 26th January 2016 at 7 pm.

<p>Parent Governors *Helen Walsh [HW] (20-12-17) Dominic Rowland [DR](31-8-16) *Katy Jackson [KJ] (20-12-17) *Rebecca Goldberg [RB] (20-1-19) *Kay Carter [KC] (25-6-19)</p> <p>Also Present Jan Smosarski, [JS] Clerk; Maria Panayiotou, [MP], DH/T;</p>	<p>Co-opted Governors *Lucia Glynn [LG](15-1-18) *Mike Greenwood [MG](15-1-18) *Alison Vaughan [AV](15-1-18) <u>Chair</u> Vacancy ^Dianne Bluemink [DB] (15-1-18) *Emel Ali [EA] (15-1-18) *Samantha Perkins (25-1- 20)</p> <p>LA Governors *Claire Weir [CW](27-11-15)</p>	<p>Staff Governors *Shane Claridge [SC](31-8-17)</p> <p>Headteacher Governor *Adrian Hall [AH] (H/T)</p> <p>*denotes governor present ^denotes apology received and approved</p>
---	---	---

Alison Vaughan (Chair) in the Chair

Quorum =7 governors

Part 1

1 Welcome

- 1.1 Target Tracker - AH briefed governors on the system being introduced to help staff monitor pupil progress. See handout
- 1.2 AV welcomed governors to the meeting, especially welcoming Sam onto the governing body.

2 Apologies for absence

- 2.1 Apologies for absence were accepted from DB. Apologies were also accepted from DR who had to leave after the training session.

3 Membership

- 3.1 AV reported that filling the existing vacancy for a co-opted governor is proving to be more difficult than anticipated. Governors discussed the best ways of finding the right person for the vacancy. The vacancy has been flagged up in a recent Chairs letter to parents and governors will continue to look for suitable applicants. It was agreed that expertise in finance and education are well provided by staff governors and other governors with external expertise. Currently there is a gender imbalance and very little ethnic diversity on the governing body.

4 Late items and order of business

- 4.1 There were no late items

5 Declarations of Interest

- 5.1 There were no new declarations of interest.
- 5.2 Governors need to be aware that the website is being updated in line with new regulations which demand that information about number of meetings attended and declarations of interest need to be easily accessible to users of the website. **An appendix will be added**

to the Code of Conduct detailing the information which must be available on the website.

Action: SC

6 Minutes of the 25th November 2015

6.1 The minutes were agreed as a true record.

7 Matters arising from the minutes not on this agenda

7.1 Minute 7.1 - Outstanding for All – Chris Witham won the nomination for lifetime achievement.

7.2 Minute 7.3 – SC will contact those governors who have still not submitted their pen portraits. Governors were reminded to submit a photograph for the website.

Action SC and those governors who need to submit their pen portrait.

7.3 Minute 8.1 -the Annual report to parents was sent out.

8 Chair's Report

8.1 Clerking Arrangements for 2016-17 – this will need to be an agenda item for a future meeting. Governors will need to consider whether to buy into the LA service or find an independent clerk.

8.2 AV thanked DB for circulating the keynote talk given by Mark Philips at The conference for governors and headteachers.

8.3 The Schools Bulletin will now be available on the council website. It will no longer be circulated to Chairs and Clerks automatically although there will be reminders when new information is made available. AV will circulate the link and the first reminder to all governors. JS will circulate all other reminders once she has obtained access to the information.

8.4 The DfE has issued updated guidance on Complaints Procedures. **CWE will check this against the new school policy to ensure that all aspects are covered in the school policy.**

Action: CWE

8.5 AH has received a letter from the Regional Schools Commissioners re: academisation. The letter suggests that outstanding schools sponsor and work with a Free school, or become part of a confederated trust. Governors were of the opinion that the school already works with other schools in the authority and provides support in a number of different ways. There was no reason to extend this support to Free Schools. Any governor wishing to find out more about this proposal may attend a workshop run by the DfE on the 10th February 2016. Further information can be obtained from AH.

9 Headteacher's Report (written) – see minute book.

9.1 The report was circulated to all governors prior to the meeting. AH took governors through his report.

9.2 Staffing – two new teachers and a new facilities manager have joined the school this term. One TA has changed his job description.

9.3 AH reported on the lesson observations from the autumn term.

9.4 AH updated governors on activities, which have promoted parental involvement. He was pleased to report an increase in the number of parents who have responded to the invitation to give their views on the school via Parent View. Strategies for encouraging even more input are being considered.

9.5 Sickness monitoring – AH reported on the number of staff absence meetings held this term

- 9.6 School tours – there has been a very high demand for opportunities to tour the school. . During the run up to the application deadline for Reception places there was an increase in demand which led to tours being offered twice a week. Now that deadline has passed the tours are held on a Thursday every other week.
- 9.7 Attainment and Progress – AH provided an in-depth report on the attainment data for the autumn term.
- 10 **Assessment –**
Covered in presentations
- 11 **SEND**
- 11.1 MP reported that she had met with HW and they had discussed the best way of reporting to governors. Governors confirmed that reports that included numbers of pupils with SEND were useful. They suggested that each report could cover a different area of MP's work – e.g. how children with specific learning difficulties are supported. It was agreed that a report should be produced termly.
- 11.2 Centre of Excellence – when the school had been awarded the Centre of Excellence award a number of promises had been made by the awarding body as to how the school would be supported in further development. This support has not been forthcoming and in order to keep this title the school has to pay for an annual assessment. The Inclusion Quality Mark is awarded for a three-year period. An action plan has been drawn up by MP and she suggested that paying for someone to come and look at her plan was not a good use of money. **Governors agreed with MP's recommendations and agreed that they will comply with the requirements of the Inclusion Quality Mark every three years but will not pay the additional annual fee to be a Centre of Excellence if this does not benefit pupils directly.**
- 12 **Committee Reports**
- 12.1 **Resources Committee.** – Met on 22nd January 2016. Minutes circulated to all governors.
- 12.1.1 ***Recommendations from the 6th October 2015***
- To set a date for governor training on the new Ofsted regulations – **AGREED – the training will be on 9th March 2016 and will start at 6.30pm**
- Decisions made by the committee***
- To award the new contract for photocopiers to Clarity.
 - To sign off the return for the third quarter
 - To approve the Whistle Blowing Policy
 - To approve the Best Value and Purchasing Policy
 - To join the Muswell Hill and Fortis Green Association
- 12.2 **Premises and Health and Safety** – Met on 22nd January 2016. Minutes circulated to all governors.
- Recommendations to the governing body***
- To buy into a software package which will record all accidents / injuries at school - **AGREED**
- To sign of the Health and Safety Policy - **AGREED**

- 12.3 **Curriculum Committee** – minutes circulated prior to the meeting
- 12.3.1 RG reported that the committee has met twice since the last meeting. They have looked into the role of the SLT and have also looked at RAISEonline data.
- 12.3.2 Equalities Policy – the annual statement needs to be reviewed. RG proposed that E-Safety becomes part of the brief for the governor with responsibility for Safeguarding. **This was AGREED**
- 12.3.3 RG proposed that the Equalities Policy becomes part of the Curriculum Committee remit. **This was AGREED**
- 12.3.4 The committee reviewed the Behaviour for Learning Policy and the Safeguarding Policy.
- 12.4 **Communications Committee** – Minutes circulated to all governors

- 12.5 **ICT Governor** –
- 12.5.1 SC reported that there is an Advanced Skills Teacher with responsibility for ICT. This person has been working with all classes.
- 12.5.2 SC is meeting with website providers with a view to changing who the school works with.
- 12.5.3 E-safety Day 10th February 2016
- 12.5.4 Future Planning – SC is looking into planning for the longer term with regards to ICT provision.
- 12.6 **Inclusion Governor** –
- 12.6.1 HW reported she had met with MP and SC to discuss pupils with EAL (English as an Additional Language) There are an increasing number of pupils in this category.
- 12.6.2 Competitive Sports Policy – a draft policy will be sent out to parents for consultation. Once comments and changes have been received the draft policy will be brought to governors.
- 12.7 **Safeguarding Governor** – KJ has met with EA.
- 12.8 **Link Governor** – LG has circulated lists for governors to update any training or visits they have made.

- 13 **Policies**
- 13.1 Health and Safety Policy - **AGREED**
- 13.2 Safeguarding Policy - **AGREED**
- 13.3 Behaviour for Learning - **AGREED**

- 14 **SEF/ SDP**
- 14.1 Covered in Headteacher's Report

- 15 **Governors Visits**
- 15.1 Governors who had made up the Complaints Panel met with AV to discuss 'lessons learned' from this experience.
- 15.2 Governors visited the Early Years Classes. There will be a written report on this visit although normally governors provide verbal feedback following visits to the school. Governors thanked AH and MP for their help with this visit.

- 16 **Governor Training**
- Target Tracker Training – all governors
- KC attended Induction training for Governors
- There will be a school based training session on the new Ofsted requirements at the start of the next meeting.

17 **Items for future agendas**
Governors Day – June 15th 2016

18 **Dates of future meetings**
Wednesday 9th March 2016 at **6.30pm**
Tuesday 3rd May 2016 at 7pm
Tuesday 28th June 2016 at 7pm

Chair -----Date-----