

FULL GOVERNING BODY MEETING

TUESDAY, 17 JANUARY 2017 AT 6PM

Membership

Name	Type	Term expiry date	Attendance
Alison Vaughan	Co-Opted Governor Chair of Governors	15/01/2018	Present
Helen Walsh	Parent Governor Co-Vice-Chair of Governors	20/12/2017	Present
Dianne Bluemink	Co-opted Governor Co-Vice-Chair of Governors	15/01/2018	Present
Paul Beale	Parent Governor	01/09/2018	Present
Katy Jackson	Parent Governor	20/12/2017	Present
Rebecca Goldberg	Parent Governor	20/01/2019	Present
Kay Carter	Parent Governor	25/06/2019	Present
Lucia Glynn	Co-opted Governor	15/01/2018	Apologies
Mike Greenwood	Co-opted Governor	15/01/2018	Present
Emel Ali	Co-opted Governor	15/01/2018	Present
Samantha Perkins	Co-opted Governor	25/01/2020	Present
Oliver Beach	Co-Opted Governor	01/09/2018	Present (arrived 19.10)
Claire Weir	Local Authority Governor	26/11/2019	Apologies
Shane Claridge	Staff Governor	31/08/2017	Present
Adrian Hall	Headteacher	N/A	Present

Also in attendance:

Maria Panayiotou –Deputy Headteacher

Hannah Cleary – Clerk

Minutes (For the action log, see Appendix 1 attached to the minutes)

1. Welcome and apologies for absence

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 Apologies were received and accepted from Lucia Glynn and Claire Weir.
- 1.3 Oliver Beach arrived late to the meeting, during item 12 at 19.10pm.

2. Declarations of Interest

- 2.1 The Chair of Governors declared that she had recently begun to teach piano on a private basis to Rhodes Avenue Primary pupils; using the school's facilities.

3. Late items and order of business

- 3.1 There were no late items nor changes to the order of business.

4. Membership

- 4.1 No terms of office were due to expire.
- 4.2 The Chair reminded members of the requirement to attend all relevant meetings and fulfil the roles and responsibilities as Governors.

5. Minutes of the last meeting

- 5.1 The minutes of the last meeting that took place on 15 November 2016 were **approved** as a true record and signed by the Chair.
- 5.2 The action log was reviewed. All actions had been completed or satisfactorily progressed.
- 5.3 The Communications Committee would discuss the potential to arrange a Governor event in the summer term 2017.
- 5.4 The Communications Committee would consider at a future meeting whether there was a requirement to draft an advertising policy or incorporate this topic into the existing Communications Policy.
- 5.5 The Headteacher advised Governors that the Department for Education assessment data for 2015/16 was now available online and would enable Members to compare local attainment data.

6. Chair's Report

- 6.1 The Chair reminded all Members to draw attention to any relevant items for inclusion on future agendas of Full Governing Body meetings under the Chair's Action item that arise from any updates or information received from the Local Authority or other appropriate sources.
- 6.2 The Governing Body **agreed** to establish a Future of the School Committee with the remit of considering both the future of Rhodes Avenue Primary and future funding.
- 6.3 The Governing Body **agreed** that the membership of the Future of the School Committee be as follows:
 - Co-Chair Lucia Glynn (with specific responsibility for the future of the school)
 - Co-Chair Helen Walsh (with specific responsibility for future funding)
 - Dianne Bluemink
 - Kay Carter
 - Alison Vaughan
 - Katy Jackson
 - Adrian Hall
 - Shane Claridge
- 6.4 The Governing Body **agreed** that the Chair of Governors should write a letter to Catherine West MP regarding the proposed changes to the school funding formula currently being consulted on by the Department of Education. The Future of the School Committee would consider and agree the content of the letter.
- 6.5 The Governing Body **agreed** that the Communications Committee should consider whether a letter be drafted to parents encouraging engagement with the future funding consultation.

7. Headteacher's Report

- 7.1 The Headteacher presented the report as circulated with the agenda.
- 7.2 The report provided information on the current numbers on roll, an update on staffing, safeguarding, premises, behaviour and exclusions, attainment and progress, parent/carer engagement and significant school dates. Progress against the School Development Plan would be reported to Governors in the second half of the spring term 2017.
- 7.3 The Headteacher advised that future reports would include information and updates on key issues such as future funding, academisation and other educational policy changes.
- 7.4 The Headteacher advised that at present there was a survey out with parents and staff that sought to ascertain priorities that would support informing how resources could be used to be best effect over coming years. The survey closed on 25 January 2017 and had already had a high response rate; a reminder to complete the survey would be sent out shortly. Results would be shared with Members after initial analysis of the responses had been undertaken. Governors were pleased to note that there had been significant engagement with the survey.
- 7.5 Governors were also very pleased to note that Maria Panayiotou was providing school to school support to Weston Park primary as deputy head for one day per week. Rhodes Avenue receives an income for this. Governors thanked Maria for providing this support and were proud that Rhodes Avenue Primary staff were well respected throughout the local school community.

8. SEND

- 8.1 The Governing Body noted the SEND report contained within the Headteacher's report.
- 8.2 The Chair of Governors and Kay Carter had visited the school's Inclusion Manager, Emily Gazzard and conducted a learning walk.
- 8.3 The visit had been extremely encouraging and the work being done was impressive and of high quality; it was difficult to identify any areas for improvement.
- 8.4 The Inclusion Manager was working with SEND staff to continue to develop team working and bonding.
- 8.5 During the visit Governors had asked the Inclusion Manager if there was anything that Members could do to further support her work; at times, locating quiet space to work could be difficult. The Headteacher explained that this matter was already being looked into, including whether some open areas could have partitions added to create additional spaces. However, this would require significant investment and would need to be considered carefully.

10. Reports from Committees and Lead Governors

- 10.1 The Chair of the Premises and Health and Safety Committee updated Governors in respect of the ongoing overheating issues; the new and improved processes that had been put in place by the Facilities Manager in respect of areas such as first aid that were very beneficial and welcome.
- 10.2 The Chair of the Resources Committee updated Governors in respect of the current financial position and thanked the Headteacher and staff for taking efforts to identify savings and maximise the best use of resources.
- 10.3 All Members were encouraged to respond to the future funding consultation and contact the Chair of Governors or Chair of Resources Committee with any queries.

10.4 The Chair of Resources Committee explained that a Payroll/HR SLA review meeting had been held on 16th December to discuss issues with the current contract and compare the costs and service offerings against 4 other providers. The review meeting concluded that the current contract was not providing best value and that the school could receive better VFM by procuring these services from Education Personnel Management with a reduction in cost of approx 40%. The LA required 3 months' notice to end the current contract and the Business Manager confirmed that The Local Authority had acknowledged receipt of the notice for the SLA to be terminated with effect from 1 April 2017. The Committee recommended to the Full Governing Body that the school procure HR and payroll services from Education Personnel Management.

10.5 The Governing Body **agreed** that the school procure HR and payroll services from Education Personnel Management.

10.6 The Chair of the Curriculum Committee provided an update from the last meeting and confirmed that the minutes had been circulated to all Governors. This included details of the improvements that had been made to CPD/training that was being delivered in a tailored, and more cost effective manner. More training was being delivered in-house and there was a focus on coaching and mentoring. Support and administrative staff had also been offered and had attended at least one relevant course. Evaluations of teaching quality were being undertaken in a spirit of positive support albeit rigorously.

10.7 The Chair of the Communications Committee advised Governors that the new website had been reviewed at the last meeting and was looking very encouraging. It was anticipated that the new site would be launched after the February 2017 half term. It was confirmed that the new website could include a secure 'Governors' portal' in the future. Steps to ensure that the website would be accessible were also being taken.

10.8 The Future of the School Working Group had met and discussed potential school model and policy changes.

10.9 The Lead Governor for Safeguarding confirmed that there were no current issues. The next safeguarding report would be provided in the second half of the spring term. A request for details of available safeguarding training had been made to the Local Authority; details would be circulated to all Members.

10.10 The Lead Governor for ICT provided an update on the new school website and purchase of new projectors.

10.11 The Lead Governor for Inclusion referred to the update given in minute 8.

10.12 The Link Governor reminded Governors how to locate and access available training opportunities. Details of available training would continue to be circulated to all Members.

10.13 The Lead Governor for Assessment had met with the Headteacher to review assessment data; another meeting was arranged for the spring term

10.14 The Lead Governor for STEM provided an update on current research and options available to improve STEM in schools, particularly for girls.

11. Policies

11.1 The Governing Body **approved** the following policy:

11.2 Competitive Sports Policy

11.3 Mike Greenwood **agreed** to provide any additional feedback or changes on the Competitive Sports Policy to Shane Claridge as soon as possible.

12. Governors Visits

12.1 The Chair explained that Governors should try and visit the school at least twice per academic year.

12.2 Such visits should be arranged in advance with details given of the nature of the visit; these details should also be provided to the Link Governor.

12. Governor Training

13.1 Helen Walsh confirmed that she had recently attended exclusion panel training and had found it to be useful.

13.2 Governors discussed potential topics for group training. Helen Walsh **agreed** to look into the training offered by the National Governors' Association and report back to a future meeting.

13.3 Dianne Bluemink **agreed** to develop a briefing for Members on how school finance operated and circulate this to all Members.

13.4 Governors **agreed** that a skills audit should be undertaken. Lucia Glynn would be approached to ascertain whether she could set this up on Survey Monkey as had taken place previously. The Future of the School Committee should also consider the future requirement for skills on the Governing Body in order to ensure that any gaps could be addressed.

14. Possible Items for Future Agendas

14.1 The Governing Body noted that Tim Coulson had been invited to attend the 28 March 2017 meeting and thanked Lucia Glynn for securing this attendance.

15. Dates of Future meetings 2016/17

15.1 The Governing Body **agreed** the following dates:

Meeting	Date	Time
Future of the School Committee	10 February 2017	8.30am
Communications Committee	6 March 2017	6.30pm
Curriculum Committee	21 March 2017	6.30pm
Resources Committee Premises and Health and Safety Committee	24 March 2017	8.30am onwards
Full Governing Body	28 March 2017	7pm
Resources Committee Premises and Health and Safety Committee	5 May 2017	8.30am onwards
Full Governing Body	9 May 2017	7pm
Resources Committee Premises and Health and Safety Committee	7 July 2017	8.30am onwards
Full Governing Body	11 July 2017	7pm

15.2 There were no Part 2 items of business.

Rhodes Avenue Primary, London

The meeting concluded at 7.35pm.

Signed..... Date.....

Appendix 1 – Action Log

Date added	Item	Owner	Date for next review
17/01/2017	Possibility to arrange a future annual Governor's event to be discussed by the Communications Committee at its' next meeting.	Communications Committee	28 March 2017
17/01/2017	Communications Committee to consider requirement to draft an advertising policy or incorporate this topic into the existing Communications Policy.	Communications Committee	28 March 2017
17/01/2017	Communications Committee to consider whether a letter be drafted to parents encouraging engagement with the future funding consultation.	Communications Committee	28 March 2017
17/01/2017	Chair of Governors to write Catherine West MP regarding the proposed changes to the school funding formula currently being consulted on by the Department of Education. The Future of the School Committee would consider and agree the content of the letter.	Chair of Governors/Future of the School Committee	28 March 2017
17/01/2017	Mike Greenwood to provide any additional feedback or changes on the Competitive Sports Policy to Shane Claridge as soon as possible.	Mike Greenwood	28 March 2017
17/01/2017	Helen Walsh to look into the training offered by the National Governors' Association and report back to a future meeting.	Helen Walsh	28 March 2017
17/01/2017	Dianne Bluemink to develop a briefing for Members on how school finance operated and circulate this to all Members.	Dianne Bluemink	28 March 2017

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17/01/2017	Skills audit to be undertaken. Lucia Glynn to be approached to ascertain whether she could set this up on Survey Monkey as had taken place previously. The Future of the School Committee should also consider the future requirement for skills on the Governing Body in order to ensure that any gaps could be addressed.	Chair of Governors/all Governors/Lucia Glynn/Future of the School Committee	
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