

## Darell Primary and Nursery School

**Minutes of the Meeting of the Governing Body held at the School on  
Tuesday 22<sup>nd</sup> March 2016 at 7.00 pm**

### Constitution and Membership

Membership Category	Appointed By	Name	End of Term of Office
LEA (1)	LEA	David Linnette	Nov'18
Parent (2)	Election	Fiona Booth Stefanie Agar	Feb'18 Oct'18
Headteacher		Karen Bos	N/A
Staff (1)	Election	Sara Tricker	May'16
Co-opted (9)	Governing Body	<b>Jonathan Croft</b> Janet Deboo <b>Anna Gilbert</b> Jenny Mikkelsen Tracey Mullins Katy Scally Jane Spencer (Chair) Joanne Winship 1 vacancy	Dec '19 Dec'18 Dec'17 Dec '19 Jun'18 Dec'18 Sept'17 Dec'18

**bold = absent**

**Also attended:** Kate Nepstad (Clerk)

ACTIONS

<b>1</b>	<b>Apologies for Absence</b> Jonathan Croft and Anna Gilbert sent their apologies, which were accepted by the Chair.	
<b>2</b>	<b>Declarations of Interest</b> No conflicts of interest were declared. Governors were reminded to submit any outstanding Declaration of Interests forms for 2015/16 to Kate N for filing.	<b>KN</b>
<b>3</b>	<b>Minutes of the meeting held on 2<sup>nd</sup> February 2016</b> The Governors <b>approved</b> the minutes from the Full Governing Body meeting on the 2 <sup>nd</sup> February 2016. Kate N to file signed minutes and upload onto website.	<b>KN</b>
<b>4</b>	<b>Matters arising and Update on Actions</b> Governors agreed that the Update on Actions summary should be at the end of the minutes, to avoid duplicating paperwork. <b>Full GB Terms of Reference</b> – Jane S to send amended TOR to Kate N for filing. <b>Photos on noticeboard and website</b> – Welcome Committee will take on this action to increase the profile of the governors within the school community. Jane S to rewrite the governor pages. <b>Governor Information on Website</b> – Kate N to ensure that attendance at meetings and summary of declaration of interests is put onto website <b>Governor Factsheet</b> – Jane S and Karen B to decide on the content of this document which will be presented to FGB in the summer term. <b>SEF/SDP</b> – Karen B to establish a review cycle for the SEF and to consider when it should be distributed to the FGB. The SDP is in the process of being updated.	<b>KN</b>  <b>JS</b> <b>ST</b> <b>JS</b>  <b>KN</b>  <b>JS/KB</b>  <b>KB</b>

5	<p><b>Clerk's Update</b></p> <ul style="list-style-type: none"> <li>• <b>DBS checks</b> for all governors become mandatory this year. Three governors do not have DBS certificates at present. Kate N to organise a convenient time for them to go through the online process with Angela Catlin as soon as possible.</li> <li>• <b>Declaration of Interest</b> 15/16 forms – One form is still outstanding. Kate N to chase up. Committee chairs are requested to add a standard 'declaration of interest' item at the top of all committee agendas, to remind governors to declare conflict of interest if appropriate.</li> <li>• <b>Governor Information on website</b> – Kate N will be adding details about governors' committee memberships and meeting attendance, plus a summary of governors' interests, in line with current requirements. It is recommended that approved minutes of the FGB are also published on the website.</li> <li>• <b>Governors Secure pages on website</b> – these pages are being populated with the committee and FGB papers from 15/16. An alphabetical list of current school policies will also be uploaded, in addition to useful reference documents and links. Kate N will email all governors with the login details – governor feedback would be welcomed.</li> </ul>	<p>KN</p> <p>Chairs</p> <p>KN</p> <p>KN/ ALL</p>
6	<p><b>Committee Meetings</b></p> <p>6.1 The minutes from the meeting of Achievement and Curriculum on 08.12.15 and Welcome Committees 01.03.16 were noted.</p> <p>6.2 <b>Achievement and Curriculum Committee:</b></p> <ul style="list-style-type: none"> <li>• There was no meeting in January 2016</li> <li>• Fiona B and Karen B will be looking at Target Tracker and the best way to harness the available data and present it in a way that is easier to scrutinise</li> <li>• In future meetings, teachers may be asked to come and present to committee, in order to provide meaningful context for the data. Science and SMSC were suggested as initial subject areas. Fiona B to invite appropriate staff.</li> </ul> <p><b>Welcome Committee:</b></p> <ul style="list-style-type: none"> <li>• There have been two meetings this term</li> <li>• The school website is well received and more content is being added</li> <li>• The parent questionnaires are now live, but few responses received to date. The closing date will be extended from Monday 11<sup>th</sup> to Thursday 14<sup>th</sup> April</li> <li>• A text message will be sent to parents with a link to the questionnaire, in order to generate more interest (Jayne Blake). PSA have been asked to publicise the questionnaire via class reps</li> <li>• The new rooms were officially opened, the event was a success however there was no media coverage, disappointingly.</li> </ul> <p>6.3 <b>Resources Committee:</b></p> <ul style="list-style-type: none"> <li>• It is hoped that Jonathan Croft will take over as chair of in September 2016</li> <li>• Governors approved the delegation of power to a sub-group comprising Jane Spencer, Anna Gilbert, Karen Bos and Angela Catlin</li> <li>• There have been no full committee meetings but a sub group has met on two occasions this year to discuss the masterplan for school improvements and the draft budget. Papers will be circulated to update governors.</li> </ul>	<p>KB/FB</p> <p>FB</p> <p>KB</p> <p>AG</p>

<p><b>7</b></p> <p><b>7.1</b></p> <p><b>7.2</b></p>	<p><b>Working Groups</b></p> <p><b>Fundraising Working Group</b></p> <ul style="list-style-type: none"> <li>The last meeting of this working group was in Autumn 2015.</li> </ul> <p>Jane S updated governors about the progress of a number of projects:</p> <ul style="list-style-type: none"> <li>Science Garden – this was put in during the February half term</li> <li>There are four playground projects for which multiple quotes are currently being sought: KS 1, Nursery, Reception and KS 2 areas. Of these the largest project is the KS2 playground, which should include a new quiet reflective area.</li> </ul> <p>Governors will assist with the planting of the science garden during the Easter holiday. Jane S to circulate details.</p> <p><b>MAT (Multi Academy Trust) Working Group</b></p> <p>Since the recent announcement that all schools are to become academies, a number of meetings are planned to explore the opportunities for Darell.</p> <p>Identified opportunities include:</p> <ol style="list-style-type: none"> <li>1. Joining a MAT based around two secondary schools and a small number of primary schools. Karen B is meeting with Maggie Bailey (Grey Court) to discuss this further. A possible disadvantage of a secondary-centric MAT would be the potential undermining of Darell's holistic teaching and learning model. An advantage is that Maggie Bailey is a passionate leader and will be keen to ensure that the set-up process is done cost effectively and that any savings are redirected for the children's direct benefit.</li> <li>2. Forming a MAT with a number of primary schools in the borough including Meadlands, Vineyard, Alexandra Infants, Fern Hill, Russell School. There is a meeting on 12<sup>th</sup> April to discuss this opportunity with Charis Penfold, Angela Langford and Nick Whitfield, Karen B, Anna G and Jane S to attend.</li> <li>3. Focusing on links with the locality schools, including Holy Trinity and Marshgate. However, as these are church and PFI schools respectively, there are further barriers to consider. Formal links with other local schools such as Queens are unlikely due to the reluctance of the Southwark Diocesan Board of Education.</li> </ol> <p>When considering any of these opportunities, it will be crucial to have an input to the organisation and the scheme of delegation for any proposed MAT.</p> <p>The MAT working group will update governors on the outcome of these meetings. It is likely that a decision will be made before the end of this academic year.</p>	<p><b>JS</b></p> <p><b>JS</b></p>
<p><b>8</b></p> <p><b>8.1</b></p>	<p><b>Headteacher's Report (verbal)</b></p> <p>Karen Bos reported verbally on her observations during her first 27 days as headteacher. The governors challenged some aspects of the report:</p> <p><b>Q How can the Senior Leadership Team be strengthened and supported?</b></p> <p>SLT is currently very small and the HT is currently the only member of SLT on site in</p>	

the afternoons. Recently, much of this time has been dealing with the behaviour of a small number of children. Referring children to SLT (HT) as part of behaviour management, is unsustainable. A more distributed leadership would be welcomed. Middle leaders are pleasingly proactive and have many great ideas, they would also benefit from more leadership experience.

**Q What are the current priorities for SEN and are they achievable with current staffing?**

SEN is currently one part of the remit of the Inclusion Manager, along with EAL, Gifted and Talented and Nurture. These tasks are a priority for SEN:

1. Completing EHCPs for six children
2. Ensuring that the school website carried all required information about SEN, including the SEND offer and all required policies
3. Establishing a transparent and graduated response is required for children not making expected progress. As part of this process, children should be put onto the register and their parents informed. A leaflet will be produced to explain to parents what this means.

KB

Arrangements have been made for the p/t SENCo from Stanley School to come for 1-2 days a week to help complete outstanding tasks.

In addition, there will be a review of the Specialist Provision and the quality of education received by the 5 vulnerable children attending. A number of informal visits have already taken place.

KB

**Q Is there enough data from observations in previous terms to complete the end of year review of the quality of teaching and undertake teacher performance management?**

Yes, data has been collected from informal drop-ins during both autumn and spring terms. This data will be used to benchmark teaching, alongside data from planned formal observations during the summer term. The outcomes of this review will be reported to Achievement and Curriculum Committee.

KB/FB

**Q Is the attendance of children currently a concern?**

This has slipped, recently. Teachers were asked to give parents the attendance figures for their child at parents evenings this term. There are currently 35 children with attendance of under 90%. The attendance officer requires training and support and will be working with the HT and the EWO to improve this figure. The communication of a robust attendance policy will enable the school to hold parents to account on their children's attendance.

KB/ST

**Q What are the priorities for safeguarding and associated concerns?**

Staff training is a high priority: the next staff inset day will cover safeguarding and awareness of the new PREVENT duty. There are some health & safety concerns around supervision of children in the playground at lunchtime and the number of trained first aiders to accompany children on school trips. Dealing with challenging behaviour is a concern: staff will shortly replace current methods with new strategies based on forthcoming Positive Touch training.

Sadly, arrangements have been made to exclude two children for a fixed term, from today.

8.2

**Other identified priorities:**

	<ol style="list-style-type: none"> <li>1. Assessment – ensuring teachers are secure and then inviting parents in to school to explain benchmarking 'beyond levels'</li> <li>2. Recruitment of teachers for KS1 and KS2</li> <li>3. Reviewing Behaviour policy to incorporate Positive Touch and providing positive rewards for the well behaved majority, not only the challenging minority</li> <li>4. Exclusion policy to be reviewed</li> <li>5. Raising the expectations of children and staff</li> <li>6. Pupil Premium – managing the dual objectives of nurture and learning.</li> </ol> <p><b>Q Which new items have you identified to be added to the SDP?</b></p> <p>It is important to recognise the significance of EAL in educational outcomes, especially writing, and seek ways of overcoming this disadvantage. SMSC needs a renewed focus: nurture needs to be developed within the classes themselves. Specifically, British Values needs differentiation and discussion at age appropriate levels throughout the school.</p> <p><b>Q How can the GB support the HT in pursuing these objectives?</b></p> <p>It would be helpful to have the GB's support for a more distributed leadership: by supporting the release of middle leaders to give them time to lead. Also, by supporting the work of the short-term SENCo on EHCPs and developing a graduated response for children with identified additional learning needs.</p>	
9	<p><b>Presentation of Draft Budget 2016/17</b></p> <p>Jane S outlined the draft budget and explained that although 16/17 indicated a positive balance, it is estimated that the following two years will show a deficit. The budget has been based on the current leadership and staffing structure. The budget for SLT and TA support must be scrutinized further.</p> <p>The draft budget will be submitted to the Local Authority at the end of March The agreed budget needs to be submitted before the end of June.</p> <p>Governors agreed to submit the draft budget as recommended by the Resources sub group. Papers regarding the draft budget will be circulated to all governors.</p> <p>Jane S also explained that Anna G and Angela C had undertaken the completion of the SFVS for the current year. Governors agreed to its submission to AfC by the end of March.</p>	AG
10	<p><b>Discussion of staffing structure</b></p> <p>This item was discussed under 8.1 above. A proposal for SLT and TAs will be brought to Resources Committee.</p>	KB
11	<p><b>Committee and FGB meeting dates for 2015/16</b></p> <p>The dates for the summer term were agreed, with the following amendments: Achievement &amp; Curriculum Committee will now meet at 21<sup>st</sup> April (8am) and 19<sup>th</sup> July (6.30pm).</p> <p>PPG Working Party – a new date for the meeting in May will be proposed by Joanne and circulated to working party members.</p>	<p>KN</p> <p>JW</p>

<b>12</b>	<b>Any Other Business</b> None	
<b>13</b>	<b>Dates of next meetings</b> Tuesday 10 <sup>th</sup> May 2016 at 7pm Tuesday 28 <sup>th</sup> June 2016 at 7pm	

The meeting ended at 9.00 pm

Signed by the Chair \_\_\_\_\_

### Full Governing Body Action Table

Meeting/Minute	Action	Assigned to	Update	Completed?
08/12/15 5	Organise a notice board in the main reception with photos of Governors and the latest FGB minutes. ST to upload photos to website	ST (Welcome Committee)	Noticeboard outstanding	
<b>22/03/16 4</b>	<b>Decide which information needs to be on the Governor factsheet and circulate</b>	<b>KB/JS</b>		
<b>22/03/16 4</b>	<b>A review cycle to be established for the SEF and distributed to governors</b>	<b>KB/JS</b>		
<b>22/03/16 4</b>	<b>Updated SDP to be circulated</b>	<b>KB</b>		
22/03/16 5	<b>Governors without current DBS certificate to liaise with KN</b>	<b>KS/JM/JC</b>		
22/03/16 6	<b>Identify best way to harness Target Tracker data</b>	<b>KB/FB</b>		
22/03/16 6	<b>Teachers to be invited to provide context for data</b>	<b>Achievement and Curriculum</b>		
22/03/16 7.2	<b>MAT working party to update governors on outcomes of forthcoming meetings</b>	<b>JS</b>		
22/03/16 8.1	<b>SEN graduated response to be communicated to parents via leaflet</b>	<b>KB</b>		
22/03/16 8.1	<b>Review of Specialist Provision</b>	<b>KB</b>		