

Darell Primary and Nursery School

Minutes of the Meeting of the Governing Body held at the School on
Tuesday 27th June 2017 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 Alan Hamilton	Feb' 18 Mar '21
Headteacher		Karen Bos	N/A
Staff (1)	Election	Diane Pummell	Jan' 21
Co-opted (9)	Governing Body	Jonathan Croft Janet Deboo Anna Gilbert Jenny Mikkelsen Tracey Mullins Kate Scally Jane Spencer (Chair) Sara Tricker Joanne Winship	Dec '19 Dec' 18 Dec' 17 Dec '19 Jun' 18 Dec' 18 Sept' 17 May '20 Dec' 18
Associate Member	N/A	Susanna Zotov	N/A

bold = absent

Also attended: Emma Claridge (Assistant Headteacher), Kate Nepstad (Clerk)

		ACTION
1	<p>Welcome and Apologies for Absence</p> <p>An apology for absence was received from governor Kate Scally who was out of the country attending a funeral. The apology was accepted by the Chair.</p>	
2	<p>Declarations of Interest</p> <p>Jane Spencer declared an interest in agenda item 4. As previously noted, Jane S is a trustee of the Every Child, Every Day MAT and she is therefore excluded from active participation in the discussion and vote regarding the school's possible conversion. Item 4 will be chaired by Associate Member Susanna Zotov, Chair of the MAT Working Group.</p>	
3	<p>Minutes of the previous meeting and update on actions</p> <p>The minutes of the meeting on 21st March 2017 were accepted as an accurate record, signed by the Chair and will be filed by the clerk. Actions have been updated on the table at the end of the minutes. Other matters arising:</p> <p><u>Phase Data meetings (Spring 2)</u></p>	

	<p>These are under way. The year 1/2 data meeting had been delayed until the KS1 and phonics results could be included and will now proceed.</p> <p><u>Fundraising</u> Jessica has confirmed that the PSA would like to concentrate on fundraising for playground improvements. Sources of funding for other resources are now being sought. Fiona B reported that Richmond Parish Lands might consider a further grant, but evidence of the impact of the previous grant received will need to be submitted before another application is made.</p> <p>ACTION: Evidence of impact to be gathered by SLT and submitted to Richmond Parish Lands.</p> <p>Karen B explained to governors that a bid was being submitted to the Department for Education (DfE) for Darell to become a 'Maths Hub'.</p> <p>ACTION: Update governors on the 'Maths Hub' application at the next meeting.</p> <p><u>Governor input for school's self-evaluation</u> Some governors have already provided their input through the SDP monitoring groups. It was suggested that the GB's own self-evaluation exercise already provides sufficient evidence and that a separate exercise was not necessary.</p> <p><u>Ofsted Mock Interview</u> As a result of feedback, the Q&A preparation document is currently being altered to list 'impact, action and evidence' categories for each item.</p> <p>ACTION: Jane S to circulate the final document for information. It will then be filed until needed only with essential updates made eg data.</p> <p><u>Complaints</u></p> <p>ACTION: From next year, the HT's report will include the number of complaints received by the HT and Chair of Governors.</p> <p><u>New Assistant Headteacher</u> The name of the new AHT will be formally announced to the school community with the information about class teachers for the next academic year. It was noted that his name had already appeared in the letter which summarised the results of the parent questionnaires.</p> <p><u>Caretaker's flat</u> Jane S has made contact with Councillor Hodgins and is pursuing resolution.</p> <p><u>Monitoring visits</u> It is increasingly difficult to release members of SLT to accompany governors on monitoring visits. Governors agreed that a new system of joining a short Learning Walk immediately after a governor meeting, would be more practical.</p> <p>Karen B requested that governors continue to copy her into emails regarding forthcoming link visits. It was noted that the Governor Visits policy is to be</p>	<p>SLT/FB</p> <p>KB</p> <p>JS</p> <p>KB</p>
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	<p>reviewed next year and this will provide an opportunity for agreement on protocol.</p> <p><u>Parental Engagement</u> A governor Task Force has been set up and an initial meeting is planned for 5th July, at which an initial plan will be considered.</p> <p><u>British Values</u> Anna G will be asking how the school promotes British values as part of her PSHE monitoring visit this week. Governors noted that the new Jigsaw package for PSHE provides good instruction on British values and also the Prevent duty.</p> <p>ACTION: Vicky Jones to be asked to come to A&C committee next term to talk about how the Jigsaw package helps teachers promote British values and preventing extremism.</p>	KB/FB
4	<p>MAT Working Group</p> <p>4.1 <u>Introduction</u> Susanna Zotov (Associate Member of the GB and Chair of the MAT Working Group) introduced this agenda item. On advice from Governor Support, a vote was taken on whether non-voting governors/members of staff should be allowed to remain in the room for this item. The decision was made by a majority vote of governors that Jane S and Emma C could remain in the room to observe the discussion and vote.</p> <p>4.2 <u>Details concerning the vote</u> Susanna Z explained the process and the following practical details were noted:</p> <ul style="list-style-type: none"> • The vote is to be conducted as a secret ballot • The decision is to be made by a simple majority of those governors present (excluding Jane S) • In the case of a tie, Anna G Vice Chair of the GB) holds the casting vote. <p>Governors agreed that the numbers of votes for or against the proposal would not be disclosed.</p> <p><u>Discussion on recently circulated papers</u> Susanna Z invited governors to ask any questions relating to the most-recently circulated papers:</p> <ol style="list-style-type: none"> 1. <u>Letters from parents</u> Two letters (one signed by 15 parents) were circulated to all governors on the morning of Tuesday 27th June 2017. Both raised concerns and urged governors to delay voting on academisation. The contents of both letters had been considered by governors in advance of the meeting. 2. <u>Review of financial due diligence (Appendix 2f)</u> A meeting with independent financial consultant Steve Llewellyn on 23rd June resulted in some further questions. Susanna Z explained that it had not been possible to compare the 'top slice' that the MAT would charge for financial, HR and school improvement services with the cost of these same services if provided by AfC. Very recent changes to AfC's service 	

level agreements, compounded by uncertainties about the National Funding Formula and the withdrawal of the Education Services Grant from September 2017, have make it very difficult to predict this cost to the school, even in the short term.

A number of governors gave their views in confidence on the proposal to academise. The discussion covered the following issues:

- The likely parental response to a vote in favour of conversion, given the feedback expressed in the two letters circulated on 27th June
- The likely staff response to either outcome
- The extent to which governors could expect to have full clarity on the financial impact of joining the MAT, prior to voting
- The opinion of the Headteacher about how joining the MAT would improve standards
- The evidence to support the idea that Darell would be well supported within the MA T and the extent to which this was dependent on other primary schools joining
- Whether it would be prudent to delay the vote and if so, what would be the process for agreeing to do so.

4.3 At the end of the wide-ranging discussion, a vote was taken by secret ballot and the votes counted by the Clerk and checked by governor Alan Hamilton.

The proposal for Darell Primary and Nursery School to convert to academy status as part of Every Child, Every Day Multi Academy Trust was passed by a majority vote.

4.4 Outcome and next steps

Jane S thanked Susanna Z for the enormous amount of work undertaken by the MAT Working Group. The immediate next steps will be as follows:

1. Communicating the decision:
 - a. Staff to be sent an email (and a text message to alert them), before school on Wednesday 28th June
 - b. The 15 parents listed on the letter received by the GB, to be sent an email acknowledging their concerns and explaining that the outcome of the vote would be communicated to parents later the same day
 - c. All school parents to receive a letter by email, informing them of the outcome of the vote.
 - d. Jane S will communicate the governors' decision to the Department for Education via Phoebe Clapham
 - e. Karen B will communicate the governors' decision to the ECED MAT via Maggie Bailey.
2. The ECED Trustees will take a vote at their next meeting (on 10th July) whether to accept Darell into the MAT. Jane S stressed that the trustees were very positive about the conversion and the vote on 10th July would be ratification of a recommendation already made to their LMR Committee by Maggie Bailey.
3. Once approved by the Trustees, the next step is for Phoebe Clapham on behalf of the Department of Education to present the application to their

	<p>Headteacher Board. If the application is approved, the Academy Order will be issued immediately afterwards and the legal conversion process should begin.</p> <p>All governors will have an opportunity to meet the MAT trustees after the vote on 10th July 2017.</p> <p>ACTION: Governors should contact Jane S if they wished to volunteer to be part of the MAT Working Group.</p>	All
5	<p>Committee and Working Group updates</p> <p>Governors noted the latest minutes from the following committees and working group meetings:</p> <ol style="list-style-type: none"> 1. Achievement & Curriculum on 7th June 2017 2. Welcome Committee on 13th June 2017 3. PPG Working Group on 2nd May 2017 4. SEND Working Group on 22nd May 2017 	
6	<p>Resources Committee and Budget 2017/18</p> <p>The minutes of the Resources Committee meeting on 6th June 2017 were noted and the final draft budget for 2017/18 was presented for approval.</p> <p>Anna G noted that the budget projection shows a small carry forward for the next three years, even without increasing pupil numbers. Governors were advised that independent financial consultant Steve Llewellyn had reviewed the draft budget and found it to be robust. The school leadership, SBM Angela Catlin and staff were congratulated for their commitment to cutting costs and balancing the budget. It was noted that Darell is in a much better financial position than many other schools in the borough.</p> <p>Governors approved the budget for 2017/18 which will now be submitted to the borough.</p>	
7	<p>School Improvement: Headteacher's Report and appendices</p> <p>Governors noted the comprehensive Headteacher's report, recent SPARK report and associated papers on the following:</p> <ul style="list-style-type: none"> • Updated School Development Plan • Admissions and Leavers 2015-17 • Attendance • Behaviour • Safeguarding. <p>There were no questions from governors.</p> <p>Governors thanked the senior leaders present for the excellent individual reports, also for the new format HT's report, which is very much appreciated for its clarity and detail.</p>	

	<p><u>Staffing Update</u> Staffing plans are in place for the next academic year and all vacant positions have been filled. Class teachers will be communicated to parents in the newsletter on Friday and the children will spend time with their new classes on Monday, which is the borough-wide 'moving up' day.</p> <p>ACTION: A governor-staff tea party will be arranged early next term.</p>	KB/JS
8	<p>Policies</p> <p>Governors approved the Safeguarding and Child Protection Policy June 2017. This will now be signed, filed electronically and in paper at school.</p>	KN
9	<p>Clerk's Update</p> <p>A provisional list of meeting dates for next year has been suggested but it was noted that Achievement & Curriculum meeting dates need to be changed to fit in with the existing pupil progress schedule. Jane S also reminded governors that meeting dates may need to change to fit in with the reporting deadlines for the ECED Trust.</p> <p>ACTION: Revised meeting dates will be sent out with the minutes.</p> <p>Governors were reminded of the need to confirm their membership of committees. It is now a requirement that meeting attendance should be formally noted and published. Governors are reminded to send apologies if they cannot attend a meeting.</p>	KN
10	<p>IMPACT analysis: How are we improving the outcomes for children?</p> <p>Much of the discussion prior to the vote revolved around whether governors believed that converting to an academy as part of the ECED Trust would improve the outcomes for children in the school. Governors were reminded that this was probably the most important strategic decision that the GB would have to make and that it should be made in the best interests of the children in the school. Governors voted with this firmly in mind.</p>	
11	<p>AOB</p> <p><u>Phonics and KS 1 results</u> Phonics screening results have been received: an initial look indicates that the pass rate will be above 80%. KS1 results are coming through this week and KS2 are expected next week. These will be collated and passed onto governors in due course. The results will be scrutinised by Achievement & Curriculum committee on 18th July 2017.</p>	

The meeting ended at 9.15 pm

Signed by the Chair _____