



We are an inclusive community where Christian values empower us. We work with pride and passion to create life-long learners who fulfil their potential. If we work together, we will be the very best that we can be; achieving, celebrating and succeeding whilst having fun.

A member of Aquila, the Diocese of Canterbury Academies Trust

MINUTES OF THE GOVERNING BODY MEETING **Tuesday 11th December 2018 at 9:30am**

- Governors Present:** **Mrs. H. Ashdown** – Chair (HA)
Mrs. K. Wratten – Headteacher (HT)
Mrs. R. Harris (RH)
Mrs. J. Flaherty (JF)
Mr. D. Rodriguez (DR) *left the meeting at 10:35.*
- Additional Attendees:** **Mrs. S. Sage (School Business Manager)**
Mrs. L. Seal (Head of School) *left the meeting at 09:36.*
- Clerk:** **Mrs. L. Bondzie-Mensah** – Aquila Trust Clerk (LBM)

PROCEDURAL	ACTION
<p><u>1. Welcome & Apologies</u> The Chair welcomed all attendees to the meeting and DR led the Governing Body through prayer. Apologies were received and unanimously accepted from Rev. E. Lanchantin-Piggott, Mrs. S. Beasley and Mrs. M. Chowdhury.</p>	
<p><u>2. Business Interests</u> There were no declarations relevant to the agenda made. An update to the Business Register for Mrs. Beasley was submitted in advance of the meeting. ACTION: Clerk to add the updated version of the Register to the school's website.</p>	CLERK
<p><u>3. Previous Minutes</u> The minutes from the previous meeting on 16th October 2018 were reviewed and Governors agreed they were a true and accurate reflection of proceedings. The minutes were duly signed off by the Chair of the Governing Body.</p> <p><u>3.1 Matters Arising</u> There were no matters arising but the Governing Body reviewing the action points from the last meeting and gave the following updates:</p> <ul style="list-style-type: none"> • Further to the point in Q7 of the last minutes, the Chair has since wrote to the parents concerned. • DR has provided the Executive Head Teacher (EHT) with monitoring dates for the year. SB has begun her work monitoring Health & Safety with SS. • PREVENT training has been competed by MC. 	

<p>ACTION: JF to complete PREVENT training and provide a certificate of completion to the school office.</p>	<p>JF</p>
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<p>SCHOOL IMPROVEMENT</p>	<p>ACTION</p>
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<p><u>4. Executive Headteacher’s Report</u></p> <p>HEAD OF SCHOOL BRIEFING</p> <p>The HoS was invited to present a brief update on the operational activities of the school and in particular provide Governors with an overall of how the introduction of an EHT and new leadership structure has impacted on school life. The HoS was pleased to inform Governors everything is going well and the work flow between the EHT and the HoS is effective. Staff seem happy overall but continue to be unsettled by the uncertainty of whether the EHT and leadership structure will be permanent or whether those who have been seconded into other position will have to step back into their previous roles. There is a concern those members of the team may not want to reduce their roles in 18 months’ time and the school may lose good staff to other schools if the structure is not permanent. The EHT and HoS acknowledge these concerns and remind Governors of the national recruitment crisis which good negatively impact on the current good teaching profile held by this school. The EHT continues to discuss the issue of permanency with the Trust.</p> <p>The Governing Body thanked the HoS and she left the meeting at 09:36.</p> <p>SIAMS & CHRISTAIN DISTINCTIVENESS</p> <p>An assessor for the Social, Moral, Spiritual and Cultural (SMSC) Mark attended last week for 1 day. Overall it was a very positive visit but the school were disappointed to be award a Silver Mark, rather than Gold. The rationale behind this appeared to be minor factors such as the wording of “British Values” should be changed to “Values of Britain” or “Universal Cultures of Citizens of Britain”. The EHT expressed concerns regarding the recommendation for “gay and lesbian children should stand out” within the school, when this may hinder the school’s work towards inclusivity and the nurture of children so young, still exploring their identity. The assessor recommended coming back in a couple of months to award the school a Gold Mark but at a cost of £400 per visit, this is not in the best interests of the school. The Governing Body are satisfied SMSC is regarded highly within the school. The recommendations also included encouraging links with other schools around the world which shows the information relating to the charity work which has linked the school with others internationally, was not taken into account.</p> <p>Q1: What method of measurement was used to judge the school against?</p> <p>R1: The subject leaders and EHT had to answer over 190 questions in advance of her visit. Some of the areas of questioning were self-evaluated as Silver but there had been further developments by the time she visited and the school presented her with evidence to show these were now assessed as Gold areas. She met with children, parents and Governors. The assessor failed to follow the agenda she had sent in advance of the visit and her recommendation to use Stonewall resources was not deemed appropriate for this school. British and Christian values are inclusive of all and the EHT was concerned the assessor did not have a clear understanding of Christian</p>	
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distinctiveness. This may therefore have an adverse effect on the pending CCCU and SIAMS inspection visits due in the future.

Governors held a brief discussion regarding the transgender questioning and enquiries recently raised in Year 6 and the Clerk recommended Governors review the training available on the NGA to widen their knowledge and experience.

ACTION: The EHT to provide a copy of the report to be uploaded to GovernorHub.

ATTENDANCE

Q2: Whilst attendance is above 95%, there has been a decrease. Is there a concern this may decrease further?

R2: It is possible that it may decrease further. *The remaining discussion was deemed confidential and recorded separately.*

BEHAVIOUR

Governors were pleased to see good behaviour is a continuing strength across the school and the TALENT initiative is working well in preparing children to be ready to learn. Governors acknowledged there are a handful of children with some serious issues and note there is a lot of nurture taking place. These children are targeted through play therapy and this is having a positive impact across the school. The parent response has been positive too. The letter sent out by Governors has had a positive impact and there has been no formal complaints received by the school this term.

The remaining discussion was deemed confidential and recorded separately.

FINANCE

Governors reviewed the budget vs actual spend and a finance monitoring visit was carried out by MC and the Chair. A report from MC was submitted to GovernorHub for review.

The deadline for submitting a new CIF bid is tomorrow and a decision will be received in early April 2019. 2 bids have been made; 1 for Fire Safety Compliance and 1 for new windows and doors as they do not meet Health & Safety requirements. A large quantity of information has been submitted in support of these bids and the issue regarding the windows and doors has led to a number of parent complaints being received by the school. It is now having a negative impact on the well-being and learning of the children. The buildings in questions were erected in the 1960s as temporary buildings and have never been replaced. The windows and doors are old and single glazed.

The finance function will be moved from the school office to be taken over centrally by the Aquila Trust from January 2019. The SBM will be meeting with the Trust tomorrow morning to complete a handover. The Trust will charge the school £1,666 per month and in return the school will receive 1 day a week support + 1 extra day for month end. The role within the school office will not be replaced. There will be a saving of £200 a month. A few duties will be retained by the school, such as administering dinner and school trips money.

There is currently a school dinner money debt of £500 with Nourish, whose contract states the school will become liable for at the end of the year. It is therefore important to continue to support Nourish in resolving the debt with parents to minimise the impact on school funds.

The SBM is confident the centralisation of financial services will be manageable. 1 member of office staff will be taking on additional duties and has changed working hours to meet the needs of the school. However, the wider school staff will need to adapt to a new way of working, whereby orders will be scanned to the central team once a week and the orders will be submitted by the Trust, not the school.

Q3: Are the school confident they will have the office staff resources they need?

R3: Better planning will be needed and the current apprentice will be appointed permanently when she has completed her framework. She will not only support the office but will be undertaking other duties around the school.

GDPR

DR has carried out a monitoring visit for GDPR and the DPO has visited to carry out a compliance check this term. It was an informal, collaborative visit which provided the school with opportunities to see further guidance on matters relating to GDPR. DR has also complete a Sports Premium monitoring visit and his report will shortly be available on GovernorHub for review.

Mr. Rodriguez left the meeting at 10:35.

HEALTH & SAFETY

SS and the EHT will meet with the Site Manager before the next meeting to review the progress towards resolving the issues listed on the Health & Safety portal.

MLT REPORTS

Governors acknowledge the positive feedback outlined in the MLT report and acknowledge they are also visiting Charing Primary School to offer support, as they do not currently have enough capacity for their own MLT at this time. Charing staff are aware the MLT are coming over to support and not judge them. There are 5 MLTs at Kennington and they are a strong team so there is enough capacity to help. When there is a MLT in Charing the team will cover both sites regardless of where they are usually based. Every MLT has ½ day off a week out of class to carry out their duties.

PTFA

The Christmas Fayre was super and the best one ever for the school. It was 1.5 hours long and £1400 was raised. The School Disco will be held on Monday and has been a little tricky as the PTFA changed the day. The school expressed concern they didn't want to have the children all together because of behaviour concerns but the PTFA have disregarded these concerns and have created to discos times rather than 3 as recommended.

STAFFING

This item was deemed confidential and recorded separately.

IMPACT REPORT

Governors reviewed the school’s impact report in advance of the meeting and noted the positive impact of the nurture provision.

Q5: Is there scope to expand the nurture provision further?

R5: The HoS has secured some additional funding which will allow for a large shed to be purchased to facilitate an outside area for nurture. Ideally, the school would also like to have one on the bottom playground but there is currently not enough funding to cover the cost. Charing has a large SENCO / FLO / Nurture room and the school may be able to use this provision in the future. The EHT hopes to set up the forest school in Charing as the forest school in Downsview is being closed so there is a need to find an alternative provision. An external company will run the forest school and the EHT hopes to purchase a minibus to using the Sports Premium funding. SS is currently in the process of looking into the best purchasing option but this would really help link both nurture areas, and sharing of resources by between both schools.

ACTIONS:

- The EHT to include quantative information on the impact of nurture in the next report. EHT
- Governors to include the monitoring of the nurture provision in their visits to school. ALL

Governors note there are a number of missing responses from staff on the impact report. However, they are largely new employees and either didn’t know what was expected or misunderstood that the response needed to be an individual response rather than collectively from their team.

Governors would like to have a blended Governing Body and the Chair reflected on her position as a new member of Charing’s Governing Body. *The remaining discussion was deemed confidential and recorded separately.*

5. Governance Matters

Governors were reminded that laptops are available in school if they would like to type their reports on site after their visits if required. An invitation to nominate for Parent Governor has been distributed and the school await the responses.

ACTION: JF to provide outstanding monitoring reports to the Clerk for uploading to GovernorHub. JF

6. Policies

Parental Complaints Policy - APPROVED

This is a Trust wide policy from Aquila which was reviewed in advance of the meeting. Governors approved the adoption of this policy but seek further clarification on the following points:

<ul style="list-style-type: none"> Point 6 – where a complaint is against the Chair it is not clear who should respond to it as it is not appropriate for the Chair to do so. Is the policy implying the complaint against a Chair should continue straight to Stage 2? <p>ACTION: Clerk to request further guidance from the Trust before the next meeting.</p>	CLERK
<p><u>7. Finance</u></p> <p>Financial Compliance Report</p> <p>Governors reviewed the final report and the “client comments” are from the EHT and SBM. All of the recommendations have been implemented. The Trust look at different issues every year and focus on trends across the Trust which they may have a concern with, they are not necessarily specific concerns relating to this school. Any common issues are then addressed through training at the SBM forum.</p> <p>Dinner Money Debt</p> <p>Further to the discussion earlier regarding the centralisation of financial services, the SBM provided Governors with more in depth information on the rationale for continuing to support the collection of dinner money in the school office. Namely, as a result of last year, where there was an end of year debt of £2k, owed by parents but recoverable from the school if the debt remains unpaid.</p> <p>Nourish wrote off the debt last year as the school raised concerns as to whether the company had done enough to chase the parents to settle their debts. After much discussion, the school decided to invest time supporting the staff of nourish to collaboratively work towards a better financial management process for the payment of dinner money. Consequently, the school manage the payment system on behalf of Nourish.</p> <p>Some parents continue to fail to pay dinner money and will soon receive a final warning letter. If the debt remains unpaid, the family get a judgement against them but the school may still not get the money. Ultimately, any unpaid dinner money takes away other resources from the school budget.</p> <p>Q6: What support is in place for families who are experiencing financial hardship?</p> <p>R6: The school provide support to families applying for Free School Meals and will help parents apply in school if needed.</p> <p>Sometimes, new parents forget to pay as meals are free in KS1, therefore Downsview meals are always subsidized. Currently, there are 3 families with a dinner money debt. The school are concerned regarding 1 vulnerable family who have not kept up with their payment plan. The school try to be supportive as reflected in our Christian values. A member of staff also goes into the dining hall to make sure every child has a meal.</p>	
<p><u>8. GDPR</u></p> <p>There was no further minuted discussion as this item was covered within the EHT report.</p>	
<p><u>9. Health & Safety</u></p> <p>The online portal reports there are 2 actions at priority 2 and 40 at priority 3. The site caretaker will be taking this forward but a number of actions relate to fire safety and</p>	

electrical safety which will continue to sit on the portal until the CIF bid is resolved. The SBM recognised some actions could be closed fairly easily, such as site risk assessments and she will be working with the Site Caretaker in the new year to prioritize these actions. Daily checklists for cleaning staff were issued yesterday.

10. Human Resources

An advert for a new apprentice is being drafted and they will provide cover for Breakfast Club and lunchtime. As they have full time hours they may also run clubs. A site support apprentice will also be recruited.

Q7: Does the school have the infrastructure to support the delivery of the training needed in order to have apprentices?

R7: Yes. The admin team have been very successful in supporting and developing apprentices. The Sports apprentice was very good but he hadn't realized the amount of paperwork required within the role. Coaching and mentoring will ensure they are embraced into the culture of the school.

ANY OTHER BUSINESS

ACTION

11. Any Other Business

The WI had a stall at the Christmas Fayre and the school is their designated charity for Christmas. There appears to be a miscommunication whereby they are collecting clothing for the children but there is only a minority of children who sometimes come to school without socks.

ACTION: Governors to check the updated list of events on GovernorHub.

ALL

12. Confidentiality

There were a number of elements of the discussion in Item 4 which were deemed confidential and recorded separately.

13. Future Dates and Agenda Plans

Governors were reminded of the future meeting dates:

MONTH	DATE	TIME	MEETING
February	Tue 05/02/2019	9:30	FGB
April	Tue 02/04/2019	17:00	FGB
May	Wed 22/05/2019	17:00	FGB
July	Tue 16/07/2019	17:15	FGB

The meeting closed at 11:56.

Signed _____ Date _____

The Chair of the Governing Body