

Minutes of a meeting of the Board of
Governors of Park Walk Primary School
held at the School on Thursday 15
October 2015 at 6:00 p.m.

NON-CONFIDENTIAL

PRESENT

Catherine Brooks (CB)
Nicholas Chandler (NC)
Jessica Molloy (JM)
Rhys Pullen (RP)
Andrew Whitehead (AW)

Emily Caldwell (EC) Headteacher
Maureen Marlowe (MM)
Alison Mould (AM)
Amanda Sayers (AS) (Chairman)

OBSERVERS

Carl Allen (CA), Associate Member
Paula Evans (PE), Deputy Headteacher
Immaculada Matthews (IM) Assistant Headteacher (SEND/CO)

Carolyn MacLeish (CM) (Clerk for Governors)

1. APOLOGIES

AS welcomed CB and AW as new governors to the Board. All present introduced themselves.

Apologies for absence were received from Lynden Easton (LE) and Catherine Rayner (CR).

Discussion

RESOLVED: that the apologies from LE and CR be noted. (unam)

2. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN OF THE BOARD OF GOVERNORS FOR 2015-16

The Clerk advised that both the Chairman and Vice Chairman's term of office ended on 14th October 2015 and that the Board needed to elect governors to the post.

The Clerk advised that she had received the self nominations below and asked if there were any further self nominations for either post. Governors confirmed that there were no further self nominations.

Chairman – AS
Vice-Chairman – AM

Governors agreed to vote for both posts with a show of hands and governors voted unanimously to reappoints AS in the role of Chairman of the Board and AM in the role of Vice-Chairman of the Board for the year 2015-16.

Discussion.

RESOLVED: that governors unanimously approved the following:

- a) Amanda Sayers be elected Chairman of the Board of Governors of Park Walk Primary School (unam.);
- b) Alison Mould be elected Vice-Chairman of the Board of Governors of Park Walk Primary School (unam.);
- c) the terms of office for the position of both Chairman and Vice-Chairman of the Board of Governors of Governors extend to the day of the first ordinary Board meeting of the Autumn Term 2016.

3. DECLARATION OF INTERESTS

There were no declarations of interests given in respect of individual items on the agenda.

Governors completed and returned their individual declaration of interests forms for the year.

Discussion.

RECEIVED.

4. SEND PRESENTATION

Governors welcomed IM to the meeting and were referred to the pre-circulated documentation:

- a) SEND Policy
- b) SEND Offer – (For parents and carers)
- c) SEND Offer EYFS
- d) SEND Funding Update
- e) AS – SEND Training Report

IM gave governors an overview of the documentation and the changes to SEND both nationally and in the School:

Governors were advised that the change to the documents had been driven by the national changes to SEND. The statement system was being migrated slowly over to the EHCP (Education and Healthcare Plan) which would ensure children with SEND or medical needs would have a joined-up plan for both education and health from 0-25. Governors were advised that the School could apply for additional funding to support pupils with EHCP or those that still remained on the old statement system; however, the first £6,000 of any funding awarded was deemed to have already been received by the School as part of its main funding for each pupil.

The following points were highlighted to governors:

- the School had four pupils with statements;

- the School had a number of pupils from other local authorities including Hammersmith and Fulham. The Tri-Borough was working to try and make sure the Local Offer and SEND system was the same across the three boroughs;
- IM confirmed that class teachers would understand the SEND policy and the system;
- the School aimed to ensure that all pupils received "Quality First Teaching" and all classes taught all pupils together with skilled teachers who are able to differentiate their teaching for all pupils of all abilities;
- CPD was key to the School's SEND offer;
- the School's Offer would be on the website and would be linked to the LA Offer;
- the documents relating to the SEND funding for the four pupils with statements showed how pupils were supported including occupational therapy and Speech and Language therapy;
- governors were advised that if parents needed translations for the documentation the School would use external agencies to provide the documentation. Governors stated that they were happy for translations to be provided if requested; however, in line with the LA, they would not wish for the offer of translations for the material to be published on the website or within the policy;
- governors requested that the policy state that should parents or carers have problems understanding the policy they contact the School;
- AM advised that she had met IM and endorsed the policy for approval. She added that LE is now the SEND link governor as she had recently taken over the role;
- governors asked whether IM could check whether the policy should include the link governor details;
- governors thanked AS for her training report and added they had no questions on the report;
- AS highlighted a point from her training stating that parents should be made aware of the independent services available to support them and their children and that the LA could make schools take SEND pupils.

Governors thanked IM for her presentation and agreed unanimously to approve the SEND policy and associated documentation, subject to the amendments discussed.

Discussion.

RESOLVED that the Board unanimously approved the proposed SEND policy and agreed that it would be reviewed annually or as necessary.

ACTION: IM to amend the policy and ensure the policy and offer were on the School website.

5. MINUTES

The minutes of the meeting held on 2nd July 2015.

Discussion.

RESOLVED: that the minutes of the meeting held on 2nd July 2015 be signed as a true record subject to the following amendment:

P10 – Delete first bullet point “JW stated the School proposed a pupil questionnaire based on the PSHE syllabus, which would help the School to identify any pupils at risk of extremism and/or help inform the teaching in the subject to address the risks;”

6. MATTERS ARISING FROM THE MINUTES

Ref.	Item	By	Action
1	4	School	The LA did not have Playcentre tenders for the School to review yet. Once available the School would review and present to governors.
On agenda.			
2	4	School	Governors agreed that a question should be included on extremism on the next questionnaire and the School should consult the LA on appropriate questions
Ongoing. EC reported her discussions with Hilary Shaw. Ms Shaw had advised that it was not appropriate for there to be a question on extremism in the parents questionnaire however she advised that parents be asked a question on how the School dealt with Safeguarding			
3	4	RP	To look at including Extremism on the Risk Register.
RP reported that he had reviewed the new Risk Register over the Summer holiday and discussed the matter with EC. The risk was included but not on a separate tab. Completed.			
4	4	Governors	PREVENT training for governors on Tuesday 2 nd September 2015 at Bevington Primary School at 10:45 a.m.
MM, CR, AS and PE and all staff had attended PREVENT training. There were some new members of staff yet to be trained and the School was in contact with Ms Shaw who would provide dates where the training was being run at other schools and EC would circulate dates to governors.			
5	4	JW	To ensure the School’s website has the C-OP button added.
EC advised it would be completed by the next round of committee meetings.			
6	5.1	JW	JW to circulate quotes to governors re the refurbishment of the parquet flooring.
This action had been removed due to budgetary constraints.			
7	9	The School	The School to re-launch the FOPW in the Autumn term and hold AGM in October 2015.
EC advised the item was now on hold although she had started to speak with parents about new ideas and would be holding a parents coffee afternoon tomorrow.			
8	10	EC, PE, JM and	Communications Strategy Working Group meet in September to discuss the next steps.
Meeting postponed until November			
9	11	CM	E-Safety to be discussed at the next C&S Committee in relation to the PREVENT agenda.
C&S Committee – November 2015			
10	12	School	Run Parent and Staff governor elections
The School had run the elections and CB and AS were now in post.			
11	12	NC	Numeracy Link Governor Visit
EC due to schedule visit			
12	12	AS	More and Most Able Link Governor Visit
EC due to schedule visit			
13	12	CA	Pupil Premium and PE Grant Link Governor Visit

EC due to schedule visit			
14	12	JM	EYFS Link Governor Visit
EC due to schedule visit			
15	13	MR	To update the Governors' Code of Conduct.
Completed			
16	13	AS	To update the Governors' Delegation of Responsibility and Governors' Induction Policy as agreed.
Completed			
17	14	CM	To find alternative dates for the July 2016 Board Meeting
Ongoing			

Governors agreed that effective procurement would be on the November F&GP agenda.

Discussion.

RECEIVED.

**ACTIONS:EC to mail governors PREVENT training dates within the LA.
 EC to ensure the School's website has the CEOP button added.
 EC, PE and JM - Communications Strategy Working Group meeting.
 CM E-Safety to be discussed at the next C&S Committee in relation to the PREVENT agenda.
 EC to arrange following link governor visits: Numeracy, More and Most Able, PP and PE grants and EYFS.**

7. COMMITTEE MINUTES AND MATTERS ARISING FROM THE MINUTES

A) Reports from Committee Meetings Since Last Board Meeting:

Governors received reports from the committees listed below (excluding pay committee). Governors were asked to raise questions from the reports circulated if they wished.

Annual Strategy Group Meeting Tuesday 15th September.

AS advised that the group was made up of the committee chairs, the Chairman and EC, and the Board and its committees' work was planned for the year. The group were not a committee, but had terms of reference to formalise its work and provide a framework for its meeting.

The meeting had discussed the School's long term objective to become a two-form entry school which would ensure the School's financial future.

Governors agreed that the plan would be reviewed in the first Board meeting of the Autumn term to evaluate its impact in conjunction with the SIP.

Committees would review their impact against the plan in their second committee meeting

C&S and F&GP Meetings 1st October 2015

F&GP – AM reported that the key focus of the meeting was how the committee could help the School increase its income due to the constraints of the budget. Governors were advised that there had been a few factors which had dented the School’s contingency funding including staff on long term sick leave and the reduction in PP funding.

EC advised that Alannah Chatir (AC) had looked into changing the way the School paid for catering, as requested by the committee. AC had managed to negotiate the invoice for the School Meals to be made two months in arrears and not up-front for the year, which would be more beneficial for the School’s cashflow and reduce the financial risk to the School.

C&S – Governors who had not been at the meeting questioned how the “In it to Win it” scheme worked. EC reported that all pupils had their photo taken in fancy dress and a bingo type game was carried out on Friday’s in assembly where, if the pupil selected had had full attendance that week, he or she won a prize. She reported that pupils and staff had been very positive about the scheme. Attendance was better, standing at 95.2%.

B) Committee Review – Memberships and Terms of Reference

Governors were advised by the clerk that the terms of reference below had been reviewed by the respective committees and groups and were recommended to the Board of Governors for approval. Governors voted unanimously to approve each of the terms of reference.

- a) Strategy Group
- b) Finance & General Purposes Committee
- c) Pay Committee
- d) Curriculum & Standards Committee

Governors were advised that the following functions were covered by ad-hoc governor panels and if necessary depending on the nature of the business any governor, including associate members and those agreed from other schools, could be asked to sit on the panels.

- Pay Committee
- Staff Dismissals
- Staff Grievances
- Pay Grievances
- Public Complaints
- Pupil Discipline
- Appeals arising from above where appropriate.

Governors reviewed the Link Governor roles and unanimously approved the following roles for 2015-16. AS reminded governors that in all their link visits they should also be looking for evidence that the School is getting Best Value for money. AS reported that this was a statutory requirement.

First name	Last name	Link Governor Roles
Carl	Allen	PE and Pupil Premium Grant Funding

Nick	Chandler	Maths/Numeracy and Headteacher Performance Review
Lynden	Easton	SEND and Inclusion
		Looked After Children, Child Protection and Safeguarding (including Tackling Extremism and Radicalisation)
Maureen	Marlowe	Literacy/English
Jessica	Molloy	Early Years Foundation Stage
Alison	Mould	Strategic Vision of School Site and Headteacher Performance Review and Target Setting
Rhys	Pullen	Health & Safety and Risk Management
Catherine	Rayner	Computing & E-Safety
		More and Most Able Pupils
Amanda	Sayers	Governor Training
		Headteacher Performance Review and Target Setting
Catherine	Brooks	Data Lead

Discussion.

RESOLVED: that

- a) the Board approved the terms of reference for the Pay, Curriculum & Standards and the Finance & General Purposes committees, and for the Strategy Group for 2015-16. (unam)
- b) the Board approved the delegation of governor functions and the Link Governor roles as detailed in the discussion. (unam)

8. SINGLE CENTRAL RECORD

EC reported that AC had worked on the SCR and updating the School's HR records. EC highlighted the following points to governors:

- the SCR was now up to date and Ofsted compliant;
- AC had presented the revised SCR to the F&GP committee;
- all DBS checks were in place and the School had one agency member of staff whose DBS was covered by their agency;
- there were six members of temporary staff covering long term sick leave and all had had agency checks which were documented on the SCR
- 30 members of staff had had their passports and proof of addresses checked;
- there were three members of staff who had not had their passports and proof of address documentation checked;
- the School had been collating staff references and ensuring they were in staff members files and there were four files outstanding;
- all teachers had been checked by the prohibition from Teacher agency
- all staff had signed the Disqualification by Association declaration.

MM reported that she had visited the School office and checked the files and commended the great job that AC had carried since her start in the summer. MM stated the HR files were much improved. Governors asked EC to convey their thanks to AC.

RP requested that the School confirm for the next meeting that any electronic HR records held by the School were safely encrypted.

EC advised that she would report back to the F&GP committee.

Discussion.

RECEIVED.

ACTION: EC to check the security of the School's IT HR records and report back to the F&GP committee.

9. SIP

Governors thanked EC for her report on the SIP 2015-16 objectives and approved in principle the objectives listed. The discussion regarding the objectives is recorded under the confidential agenda.

Governors agreed to review and approve the SIP at the next Board meeting in December.

Discussion.

RECEIVED.

ACTION: EC to update SIP and present to the next Board meeting.

10. SEF

Governors reviewed the pre-circulated SEF and noted the following points in discussion with EC:

- the School's number of PP pupils had been significantly reduced to 28%. This was largely due to the universal FSM's in R and KS1. Governors were advised that this was a problem for all schools both nationally and locally. The School would continue to work with parents to try and encourage those that would be eligible to complete the necessary documentation;
- EC and PE had written the SEF together and had drafted it against the new Ofsted framework and criteria. All statements were cross-referenced against the criteria;
- governors were advised the new Ofsted Framework meant the inspection would be for one day only. The School needed to provide inspectors with as much information as possible and show them as much as possible so that they considered coming back for a second day to see whether the School is "Outstanding";
- governors noted that leadership and management was "outstanding";
- governors were advised that the School needed to have more evidence on pupils' activities and involvement in SMSC. Governors suggested the pupils' charity and volunteering activities be included;
- of concern for governors and the School was that the high SPAG results were not translating into equivalent Writing results at the end of KS2 which would be explored further in the C&S meetings.

Discussion.

RESOLVED: that the Board of Governors unanimously approved the SEF, subject to the amendments discussed.

**ACTION: EC to amend the SEF and circulate to governors with amendments highlighted.
Board to review the SEF at the next meeting.**

11. HEADTEACHER'S REPORT ON BEHAVIOUR POLICY

EC reported that the Behaviour Policy had been discussed in detail in the C&S committee. Governors requested that the relevant associated policies and documents be listed as appendices.

Governors agreed to note the policy and that it would be brought to governors for review in the Autumn term 2017.

Discussion.

RESOLVED: that the Board noted the Behaviour Policy and agreed the review date of the Autumn Term 2017.

12. POLICIES

Governors reviewed the policies listed below.

- a) Mission Statement – EC requested that this review be postponed until she had settled in to her role. EC added that she was happy for the statement to remain as it was for the present. Governors agreed to review the statement at the end of the academic year.
- b) Pay Policy – AS advised that the policy had been updated by Mike Rocks (MJR Consultancy) Governors were referred to the Tri-Borough guidance on the cost of living increase agreed by the teaching unions with the government. EC had provided governors with a report on the changes to teachers' pay and the Pay policy. Governors voted unanimously to approve the policy and cost of living pay rise.

Governors were advised that the School had to decide how to implement the recommended cost of living increase to teachers. The Tri-Borough had provided guidance and recommended option 2. The wording provided to governors from the Tri-Borough was as follows: "We wish to uprate all pay reference points by 1% as the basis for an annual pay award for 2015/16 with the exception of M6 which will be uprated by 2% and L43 which remain the same."

Discussion.

RESOLVED: that the Board approved unanimously

- a) the School's Pay Policy for 2015-16 and that it would be reviewed annually;

- b) to uprate all pay reference points by 1% as the basis for an annual pay award for 2015/16 with the exception of M6 which will be uprated by 2% and L43 which would remain the same.

ACTION: Board of Governors to review Mission Statement in the last Board meeting of the year.

13. BOARD

A) Governor Appointments or Leavers

Lorna Buchan, Staff Governor, Resigned. (02/07/15)
Catherine Brooks, Parent Governor, Appointed, 15/10/15
Andrew Whitehead, Staff Governor, Appointed 15/10/15

B) Current Governor Vacancies

None

C) Governors' Terms of Office

No governors' terms of office due to end in the next three months.

D) Report by Clerk on Governor Non-Attendance

No issues to report.

E) Governor Training

CB reported attending the LA Induction training for new governors.
AS reported attending the Chairs' Forum.
AS had reported her SEND Training earlier and had circulated her report.

Governors were reminded to send training reports to CM.

Discussion.

RECEIVED.

14. BOARD SELF EVALUATION

Governors reviewed the following NGA 20 self evaluation questions for school governors

- 1) Skills audit completed.
- 2) Effectiveness
 - Governors stated that the Board was an experienced board with a wide variety of experience. Board was becoming more strategic and structured.
 - The School employed a professional clerk and used external consultancies to advise it as necessary.
 - Majority of work was now carried out within the committees.
 - Work with other local schools and the LA closely. Use national resources such as the Key, ModernGovernor.Com and the NGA.

- 3) Role of the Chair and Leadership
 - 360 degree review of Chair under confidential agenda.
 - AS circulated her review of Board members
 - Board too new to have succession planning in place; however, governors agreed there was a strong mentoring system in place and governors shadowed each other in their link roles.
- 4) Vision, Ethos and Strategy
 - Mission statement in place which would be reviewed at the end of the year.
 - Developing the School's vision and strategy.
- 5) Engagement
 - Working on communications. Strategy Group.
 - Parent governors stated that parents had been impressed with the improvements made by EC in terms of communication and engagement.
 - The School was working on engagement and would be publishing non-confidential Board minutes.
 - Working with local schools on governor panels and topical issues such as FGM (Marlborough Primary School.)
- 6) Effective Accountability
 - Constant review and discussion.
- 7) Impact
 - Governors received a copy of the letter sent to Jo Walkden from the LA thanking her for her work in transforming the School

15. CHAIRMAN'S ACTION REPORT

AS reported the following Chairman's Actions since the last Board meeting and requested Board approval.

14/07/15 - Agreed decision by head to instruct XMA at a cost of £7,272.72 to upgrade the school's ICT capacity.

30/09/15 - Agreed to acceptance of Option 2 of Pay Policy options forwarded by the borough being a reflection of the borough's agreement with the unions. HT to notify Strictly Education re LA instructions. MJR to amend Pay Policy to include pay levels and references to Teaching Standards.

03/09/15 - Agreed to share cost of clerk's Tri-borough training with four other schools. Cost to Park Walk of 1/5 of £477 inc VAT and a good example of effective buying.

07/09/15 - Agreed hire to Tadpoles of hall during school day at a special rate of £40 ph for relationship purposes, giving termly income of £600.

Discussion.

RESOLVED: that the Board unanimously approved the Chariman's Actions.

16. DATES OF FUTURE GOVERNOR AND COMMITTEE MEETINGS

EC circulated her report on School Dates
Thursday 22nd October 9am – SEND Workshop
Wednesday 11 November 9:05 a.m. Curriculum Workshop
07/12/15 – 11/12/15 Book Fair in School

Wednesday 15th December at 9:30 a.m. and 2:00 p.m. and Thursday 16th December 2:00 p.m. Whole School Christmas Performance

Governor Meetings

Meeting PW	Spring 2016	Summer 2016
First F&GP Ctte	Thursday 21 January 2016 @ 08:00	Tuesday 3rd May 2016 @ 08:00
First C&S Ctte	Thursday 21 January 2016 @ 10:00	Tuesday 3rd May 2016 @ 10:00
Board	Thursday 11 February 2016 @ 18:00	Thursday 26 May 2016 @ 18:00
Second F&GP Ctte	Tuesday 1 March @ 08:00	Tuesday 14 June 2016 at 08:00
Second C&S Ctte	Tuesday 1 March @ 10:00	Tuesday 14 June 2016 at 10:00
Board	Thursday 17 March @ 18:00	Thurs 7 July 2016 at 18:00

Discussion.

RECEIVED.

17. ITEMS FOR FUTURE ACTION OR MEETINGS

Discussion.

RESOLVED: that the following issues be future agenda items:

<u>Item</u>	<u>Suggested By</u>	<u>For Meeting</u>
• Communications Strategy	Board and C&S Committee	Autumn Term 2015
• Premises Strategy Update	Board	Autumn Term
• Update on FOPW reconstitution	Board	Spring Term 2015
• Effective Procurement	F&GP and Board	Autumn Term 2015
• SIP Approval	Board and Committees	Autumn Term 2015
• SEF Review	Board	Autumn Term 2015
• Mission Statement	Board	July 2016
• Site Use and Premises	F&GP Committee	Autumn Term 2015

CHAIR'S SIGNATURE:.....

DATE SIGNED:...../...../.....

ACTIONS

Ref.	Item	By	Action
1	4	IM	Update SEND policy and ensure information all on the website.
2	6	EC	Mail governors PREVENT training dates within the LA
3	6	EC	To ensure the School's website has the C-OP button added.
4	6	EC, PE and JM	Communications Strategy Working Group meeting.
5	6	CM	E-Safety to be discussed at the next C&S Committee in relation to the PREVENT agenda.
6	6	NC and EC	Numeracy Link Governor Visit
7	6	AS and EC	More and Most Able Link Governor Visit
8	6	CA and EC	Pupil Premium and PE Grant Link Governor Visit
9	6	JM and EC	EYFS Link Governor Visit
10	6	CM	To find alternative dates for the July 2016 Board Meeting (keep on list)
11	8	EC	To check the security of the School's IT HR records and report back to the F&GP committee.
12	9	EC	To update SIP and present to the next Board meeting
13	10	EC	EC to amend the SEF and circulate to governors with amendments highlighted.
14	10	CM	Board to review the SEF at the next meeting.
15	12	CM	Board of Governors to review Mission Statement in the last Board meeting of the year.