

THE GOVERNING BODY OF JOHN BALL SCHOOL



Minutes of a meeting held at the school on **Wednesday 23 October 2013 at 7pm**

Present

Nathaniel Appiyah, Angela East, Matthew Fields, Kate Jenkins, Kathy Moss, Erica Pienaar (Chair), Michael Roach (Headteacher), Jocelyn Shaw, and Linda Yue (Vice-Chair)

Also present

Margaret Brightman, Lewisham Pupil Places Manager (for item 4a)
Sue Bishop, Clerk

1. WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST

Apologies for absence were received with consent from Ian Blight and Jo Young. Julia McCrossen, Deputy Headteacher, also sent apologies, and it was noted that Sarah Gilbert was on maternity leave.

Governors were reminded that they must declare conflicts and pecuniary interests before items are discussed, and must withdraw from the meeting while the item is under discussion. Kathy Moss reported that her husband had been contracted to do some electrical work in the school. However, this interest did not affect any items on the agenda.

2. ELECTION OF CHAIR AND VICE-CHAIR

On 16.10.12 the governing body confirmed that the term of office for the Chair and Vice-chair should be one year and that governors nominate themselves at the first meeting of the autumn term. Any governor standing for election must withdraw while the item is under consideration.

a) To elect a Chair to serve until the autumn term meeting 2014

Erica Pienaar confirmed that she was willing to stand as Chair and left the room while a decision was made.

RESOLVED that Erica Pienaar be elected Chair of the governing body until the autumn term meeting 2014.

b) To elect a Vice Chair to serve until the autumn term meeting 2014

Linda Yue confirmed that she was willing to stand as Vice-Chair and left the room while a decision was made.

RESOLVED that Linda Yue be elected Chair of the governing body until the autumn term meeting 2014.

3. TO AGREE THE BUSINESS FOR THE MEETING

The business was agreed as set out on the agenda, subject to the addition of an item on proposed expansion to three form entry, which was considered after the Headteacher's report at item 4.

4. HEADTEACHER'S REPORT

The Headteacher introduced his report which contained information on numbers on roll, attendance, SEN, finance, staffing, attainment targets, and premises.

Governors looked in particular at the KS2 attainment targets for 2014 and the possible trend set against the historic data picture. There was a discussion about pupils who may not initially reach national expectations, but may nevertheless make progress over time, and still reach national levels by the end of KS2. It was also pointed out that some cohorts comprised 90 children (current years 2 and 4), and

others only comprised 60 children, so care should be taken when making comparisons. It was agreed that it would be useful for the differences in cohorts to be highlighted in future reports.

He also reported that there had been one racist/ bullying incident after the governing body meeting last term. Governors discussed the use of the word “major” in relating to bullying incidents, and agreed that all recorded bullying incidents should be reported in future, whether major or minor. It was noted that there had been two exclusions since the last meeting.

A copy of the EYFS review conducted by an independent consultant on 17.10.13 had been circulated and governors were pleased to note that the quality of the curriculum and teaching across the early years was judged to be outstanding, and that parents overall were very pleased with the quality of education provided.

The governing body also considered which governors should be linked to the 2013/14 SIP.

RESOLVED that the SIP links be agreed as set out on the attached appendix.

4a. PROPOSED EXPANSION TO THREE FORM ENTRY

Margaret Brightman, Lewisham’s Pupil Places Manager, explained that the Mayor had agreed to launch a consultation process on expanding the school to three form entry. Meetings had already taken place with parents, carers and other interested parties, and the governing body was now also being consulted. She reported that 36 written responses had been received, of which 22 were in favour of the expansion, 10 against and four undecided.

Concerns raised included increased traffic, disruption to pupils from the building works, and the loss of a small school with a family feel. Positive comments had been made about the opportunity to improve aspects of the site, and the chance for a greater number of children to be able to attend a good school.

Governors discussed the traffic issues and were informed that a consultant would be carrying out an observation on 4 November 2013 during school start and finish times. It was noted that annual parking permits for use at the station car park at pick up and drop off times were available for parents to purchase and that the school was one of only a few in the borough where such a facility was available. The Headteacher and Chair agreed to meet the local authority with Margaret Brightman to discuss the traffic issues. It was noted that adaptations would be made to the scheme in the light of the consultation process.

Governors acknowledged that the family feel of the school was valued but pointed out that it was already two form entry and therefore not a small school in terms of pupil numbers. With the bulge classes, the school had already had to adapt to larger numbers, but the children were still known by name as individuals by the leadership team. Senior leaders were more accessible to pupils and parents than at other schools and the school was confident that this would be maintained.

Governors therefore confirmed their wholehearted support to the proposed expansion. Margaret Brightman thanked governors for their comments and agreed to keep them updated on progress.

5. SCHOOL PERFORMANCE DATA AND SELF EVALUATION

It was noted that governors had met on Saturday 7 September 2013 mainly to consider the LA data in the primary profile provided by Lewisham’s School Improvement Team, which showed that the school compared very favourably with other Lewisham schools. Governors had also met on 1 October 2013 to carry out a self-evaluation exercise. A self-assessment checklist based on Ofsted subsidiary guidance was circulated and governors were pleased to note that all sections had been rated as “green”.

6. HEADTEACHER’S PERFORMANCE APPRAISAL

The review governors reported that they had reviewed the performance of the Headteacher on 13.9.13. All targets had been met or exceeded and two scale points had been awarded. See also item 10a) – minutes of the Finance and Co-ordinating Committee meeting 4.10.13.

7. DATA PROTECTION AND INFORMATION SECURITY

Governors discussed a range of issues relating to information security and the E-Safety policy, including the use of memory sticks, home use of laptops, sanctions to be applied to pupils for breaches of the policy, and links with the home-school agreement (eg setting up a Facebook page).

RESOLVED that the Personnel Committee be requested to consider these issues and the E-Safety policy and report back to the governing body.

8. ADMISSIONS POLICY

RESOLVED that the 2013/14 admissions policy be approved.

9. GOVERNANCE AND THE STRUCTURE OF THE GOVERNING BODY

a) End of term of office

The following were noted:

Name	Category	Term of office ends on
Jo Young	Staff	27.11.13
Ian Blight	Community	29.11.13
Jocelyn Shaw	Community	30.11.13

RESOLVED that Ian Blight and Jocelyn Shaw be re-appointed as community governors with effect from 1.12.13.

b) Resignation

It was noted that Prerna Patel, local authority governor, had resigned on 9.9.13

c) Vacancies

The following were noted:

- 1 x staff
- 1 x parent
- 2 x local authority (including ii) above)
- 1 x community

d) Review of the size and composition of the governing body

Governors discussed the optimum size for the governing body bearing in mind the necessity to be able to form panels for complaints and appeal hearings, and the need to have a range of skills such as data analysis, employment issues, law, child health and psychology. It was noted that the School Governance (Constitution) Regulations limited the numbers of governors in particular categories and the Clerk agreed to provide details of this.

RESOLVED that

i) steps be taken to fill the existing staff vacancy and the one which will be arise when Jo Young's term of office ends; and

ii) the remaining vacancies be held open pending a decision on any changes to the size and composition of the governing body at the next meeting.

e) Review of committee structure, membership and terms of reference

RESOLVED that Kathy Moss be appointed to the Personnel Committee.

f) Proceedings of the governing body

Governors were informed that the School Governance (Roles, Procedures and Allowances) (England) (Regulations) came into force on 1.9.13 and are designed to simplify the previous requirements. Under the new regulation 14(8), governing bodies now have the choice of approving alternative arrangements for governors to participate or vote at meetings of the governing body (but not committees). This may include, but is not limited to, the use of telephone and video conferences. It was noted that, if such arrangements are approved, there would still have to be a physical meeting of the governing body so that any governor who so chooses, can attend in person.

The governing body therefore considered whether it wished to approve alternative arrangements for governors to participate or vote at meetings. It was agreed that the governing body had functioned effectively under the present provisions and that there would be practical difficulties involved in participation in meetings by telephone.

RESOLVED that no alternative arrangements for participating in or voting at meetings be made at this time.

10. COMMITTEES, WORKING GROUPS AND LINK GOVERNORS

a) Any points for discussion from committees

- Personnel Committee – had not met
- Co-ordinating and Finance Committee

The minutes of the meeting held on 4.10.13 were received. Governors asked when the Committee would next consider a budget monitoring report and were advised this would be on the next agenda, and that, in the meantime, an update had been included as part of the Headteacher's report.

b) Any points for discussion from working groups

Governors' code of practice - It was confirmed that this would be reviewed alongside the constitution and submitted to the next meeting for consideration.

c) Training, meetings attended, or other activities

Attention was drawn to the Area update on 6.11.13.

Governors were asked to notify the Chair and Headteacher of any training attended so that an on-going log could be maintained.

11. MINUTES OF THE LAST MEETING & MATTERS ARISING

a) To approve the minutes of the meeting held on 2 July 2013

RESOLVED that the minutes of the meeting held on 2 July 2013 be approved and signed.

b) Matters Arising – none raised

12. DATES AND TIMES OF FUTURE MEETINGS

Please note that there will be a Governors' Day on Monday 18 November 2013.

Dates for meetings of the governing body in the next academic year were noted as follows:

7pm Tuesday 28 January 2014

7pm Tuesday 29 April 2014

7pm Tuesday 15 July 2014

Vote of thanks

The Headteacher proposed a vote of thanks to Jocelyn Shaw for her work as Chair of the governing body and he paid tribute to the support and challenge she had provided in this role.

The meeting ended at 8.55pm.

Chair _____
Date: 28 January 2014

Appendix to minutes 23.10.13

Link governors - SIP targets

Target	Governor(s)
1. Continue to develop the school's curriculum in line with the national curriculum developments	Jocelyn Shaw / Angela East
2. To improve the quality learning and teaching through the establishment of peer trios / self reflection filming	Erica Pienaar / Linda Yue
3. To continue to develop and improve the learning and teaching of English	Angela East
4. To continue to develop and improve the learning and teaching of Maths	Kathy Moss
5. To achieve the Science Mark by July 2014	Erica Pienaar
6.	
7. To achieve the Parental Involvement standard mark by July 2014	Nathaniel Appiyah
8. To review inclusion policy with a particular focus on the provision for EAL and MA pupils thus achieving Inclusion mark award by July 2014	Kathy Moss
9. To improve the leadership of the school with a focus on middle leaders and governance	Erica Pienaar / Kate Jenkins
10. To fully implement appraisal policy for non teaching staff and performance related pay policy for teachers	Linda Yue
11. To streamline IT systems for communicating and recording pupil welfare and school diary	Matthew Fields
12. School expansion project	Ian Blight / Jocelyn Shaw