

THE GOVERNING BODY OF JOHN BALL SCHOOL



Minutes of a meeting held at the school on **Tuesday 28 January 2014 at 7pm**

Present

Nathaniel Appiyah, Ian Blight, Angela East, Matthew Fields, Beverley Hards, Kate Jenkins, Cassey Kiely, Kathy Moss, Erica Pienaar (Chair), Michael Roach (Headteacher), Jocelyn Shaw, Tom Weddell, and Linda Yue (Vice-Chair)

Also present

Julia McCrossen (Deputy Headteacher)
Sue Bishop (Clerk)

Jarlath Pratt (prospective governor, observing)

1. WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST

The Chair welcomed Jarlath Pratt and the newly elected staff governors to the meeting and everyone introduced themselves.

There were no apologies as all governors were present.

There were no declarations of any conflicts or pecuniary interests.

2. TO AGREE THE BUSINESS FOR THE MEETING

The business was agreed as set out on the agenda.

3. OFSTED REPORTS

3.1 The report from Ofsted following the inspection of the school on 21/22.11.13 was received and the grading of the school as outstanding was warmly welcomed. Governors congratulated the staff and pupils on this success and agreed that the minutes should record their pride in this achievement.

It was noted that the school was already addressing the recommendation that the school should strengthen leadership and management further by:

- *reviewing pupil tracking procedures in the Early Years Foundation Stage*
- *using assessment systems more effectively to identify trends in the achievement of different groups of learners so that all make even more rapid progress.*

Details of the actions being taken were described more fully in the Headteacher's report under item 4.

3.2 The report from Ofsted following the inspection of Superkids ASC on 5.12.13. was received. Governors were delighted to note that John Ball is the only school in LA and possibly the country to have received an outstanding grading for both the school itself and its after-school provision.

4. HEADTEACHER'S REPORT

The Headteacher's report had been circulated and included information on numbers on roll; attendance; SEN; financial information; how the PE grant was being spent; staffing; achievement; learning and teaching; behaviour and safety; leadership and management, including reports from link governors on progress towards the SIP targets; how the Ofsted action points were being addressed; the number of

bullying and racist incidents; a premises update; and the results of fire drills. A copy of the autumn term school achievement review, and the autumn data dashboard had also been circulated. Governors asked the Headteacher various questions and the following points were made:

Attendance – the number of unauthorised absences had increased, and was attributed to parents continuing to take their children out of school even though authorisation had been refused. Pupils on FSM had worse attendance than those not on FSM but the difference was not large and was still above the national average. Pupil premium funding was being used to support FSM pupils.

SEN – LA funding for SEN was expected to reduce, albeit with some measurement of protection. **RESOLVED** that a presentation be made to the next meeting on SEN funding issues.

Finance – a carry forward of £32,000 was predicted.

PE premium – The PE and sport grant was £9,590 and was being used to enhance existing provision. As a sustainable model was being used, provision would be able to continue even if there was a future reduction in the grant.

Achievement/ SAR report

Governors congratulated the school on the attainment and actual/ expected progress data, and on the school being regraded by the local authority as 1a in line with the Ofsted grading of outstanding. The likely achievement of pupil premium pupils in year 2 was discussed. It was noted that the complex needs of two of these pupils may mean that they do not achieve their expected levels, but the other eight pupils in that group were making good progress, and in year 6 the pupil premium pupils were outperforming their peers. It was also noted that there may be cohort differences from year to year.

Learning & teaching – The deputy headteacher reported on a course she was attending on how to improve learning and teaching through the systems used to evaluate and improve performance.

Racist incidents - There had been none since the last report.

Bullying – There had been two incidents since the last report.

Curriculum

RESOLVED that a report be submitted to the next meeting on the new curriculum and changes to the assessment process in the light of levels being removed.

5. PROPOSED EXPANSION TO 3FE

The minutes of the meeting of the Design Working Group with the Bailey Partnership which took place on 7.11.13 had been circulated. The Headteacher reported that the project was moving forward well, and was now in the second week of the planning application process, which would last 13 weeks, or possible only eight weeks if it was deemed to be a minor scheme.

Governors were concerned that the contract with the builders should include an incentive to complete the works on time and also include issues such as expectations of behaviour on site, and keeping the pupils informed about the changes. The Headteacher agreed to request a copy of the draft contract for consideration.

Revised leadership structure

A paper had been circulated which set out a proposed revised leadership structure to enable the school to cope with the additional workload involved in project managing the building, as well as continuing to ensure that the current level of the school's performance is not adversely affected. It was noted that the local authority would consider awarding additional funding to cover these costs which were estimated to be £79,489. Governors considered the proposed reallocation of responsibilities and questioned whether it was feasible to combine the role of Assistant Headteacher taking on the running of the school from the deputy headteacher, as well as acting as the English and Curriculum leader. The Headteacher confirmed that he did not see a need to split these two roles.

RESOLVED that the submission of the bid for additional funding to the local authority be approved, and that, subject to receipt of the funding, the new structure be approved.

6. REVIEW AND RATIFICATION OF POLICIES

e-Safety

A draft policy had been circulated. It was noted that there were some minor amendments to be made to insert missing words and standardise the font used.

RESOLVED that, subject to the above minor amendments, the e-Safety policy be approved.

Data protection and information security (see minute 7 of last GB meeting)

It was reported that the local authority was offering a one year Service Level Agreement (SLA) to undertake an audit of all aspects of data protection within the school. This would also cover the school's e-Safety policy.

RESOLVED that the school buy into the data protection audit SLA.

Attendance

A revised policy had been circulated. It was noted that since revised procedures had been introduced, attendance had risen from below national average to above average, with figures for 2013 rising again to 96.97%. The Headteacher had received comments from a group of reception class parents about the application of the awards system. One parent had formally asked governors to review the policy. It was proposed that in future, time should be allowed for parents to familiarise themselves with the ethos of the school, and for pupils to build up some resistance to the infections often contracted in the early days of school, before the awards system was applied to them. It was proposed that the rewards system be removed from the early years and that certificates would be presented rather than awards made. Governors agreed that the scheme should continue to operate on a termly rather than a yearly basis in KS1 and 2.

RESOLVED that the revised attendance policy be approved.

Home school agreement

A draft copy of the agreement had been circulated. It was noted that further amendments were needed including a section on respecting the culture and expectations of other families.

RESOLVED that a working group comprising Erica Pienaar, Kate Jenkins, Linda Yue, and Tom Weddell review the document and resubmit it to the next meeting for approval and implementation in September 2014.

Safeguarding/ child protection

A draft policy had been circulated but the headteacher advised that further amendments were needed including clarification of who would be the designated teacher under the revised leadership structure.

RESOLVED that the policy be revised and resubmitted to the next meeting for approval.

7. CLEANING CONTRACT

The Headteacher reported that the current contract expires in June 2014 and that a revised specification had been drawn up which took account of the proposed expansion.

RESOLVED that the school's cleaning contract be retendered with effect from June 2014 and that a small group of governors be invited to oversee the process.

8. GOVERNANCE AND THE STRUCTURE OF THE GOVERNING BODY

a) Resignation

It was noted that Sarah Gilbert, staff governor, had resigned on 5.11.13

b) Appointments

The following were noted:

Name	Category	Term of office 4 years with effect from:
Beverley Hards	Staff (Support)	2/12/13
Cassey Kiely	Staff (Teacher)	2/12/13
Tom Weddell	Staff (Teacher)	2/12/13

c) Vacancies

The following were noted:

- 1 x parent
- 2 x local authority
- 1 x community

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

The Chair reported that the Co-ordinating & Finance Committee had considered whether to vary the size or composition of the governing body (see minute 9d of last meeting). They had concluded that there was a high level of engagement and participation by current governors and that the workload was able to be widely distributed. As there were several large projects pending, it was considered important to retain this flexibility and not to reduce the size of the governing body. However it was important for the governing body overall to have an to have appropriate skills set.

RESOLVED that i) the current parent vacancy be processed; and
ii) a skills audit be undertaken of existing governors to identify any gaps.

9. COMMITTEES, WORKING GROUPS AND LINK GOVERNORS

a) Any points for discussion from committees

- Personnel Committee 1.11.13 minutes - Noted
- Co-ordinating and Finance Committee 9.1.14 minutes - Noted

2014/15 Budget

Kathy Moss reported that the SFVS self evaluation had been completed and there were no issues to be addressed. She also reported that the voluntary fund was being audited by a parent and that this would be completed by the deadline of 28.2.14. Governors were asked if they wished the full budget to be published on the school's website and it was agreed that for the time being, details of the pupil premium be published and that any requests for additional budget information be dealt with as they arise.

RESOLVED that the Co-ordinating & Finance Committee be authorised to set the 2014/15 budget.

b) Any points for discussion from working groups

A draft code of practice which was based on a model drawn up by the National Governors' Association, and which set out the expectations of, and commitment required from, governors in order for the governing body to carry out its work, had been circulated for consideration.

RESOLVED that the code of practice be approved.

All governors then signed the undertaking contained in the code.

It was noted that a report on terms of reference for the running of the governing body would be drafted and submitted to the next meeting for approval.

c) Training, meetings attended, or other activities

Governors reported on a successful Governors' Day on 18.11.13 and thanked staff for the welcome they had given to governors and the openness of the discussions. They also reported on the safeguarding training held on 6.1.14.

The Headteacher proposed that some bespoke training be commissioned for governors on capability and disciplinary policies and procedures.

RESOLVED that Lewisham HR be requested to deliver training for the full governing body on capability and disciplinary policies and procedures.

10. MINUTES OF THE LAST MEETING & MATTERS ARISING

a) **To approve the minutes of the meeting held on 23 October 2013**

RESOLVED that the minutes of the meeting held on 23 October 2013 be approved and signed.

b) **Matters Arising**

RESOLVED that the approval of the minutes be placed on the early part of the agenda in future.

11. DATES AND TIMES OF FUTURE MEETINGS

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

7pm Tuesday 29 April 2014

7pm Tuesday 15 July 2014

12. AOB

None

The meeting ended at 8.50pm.

Chair _____

Date: Tuesday 29 April 2014