

THE GOVERNING BODY OF JOHN BALL SCHOOL

Minutes of a meeting held at the school on **Tuesday 2 July 2013 at 7pm**

Present

Nathaniel Appiyah, Ian Blight, Angela East, Matthew Fields, Kate Jenkins, Kathy Moss, Erica Pienaar, Michael Roach (Headteacher), Jocelyn Shaw (Chair), Jo Young, and Linda Yue (Vice-Chair) (4 vacancies)

Also present

Danielle McArdle (shadowing Michael Roach)
Sue Bishop (Clerk)

1. WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST

Erica Pienaar was welcomed to the meeting and everyone introduced themselves.

Apologies for absence were received with consent from Prerna Patel. In addition, 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.

The Chair reflected on the achievements of the governing body over the last four years, which included:

- Shorter meetings with more relevant discussion
- More active involvement of governors eg in the monitoring of the SIP
- A healthy budget, no longer in deficit, and well understood by governors
- Pupil results showing an upward trend
- Teacher assessment process well understood by governors
- Issues well debated, and challenging questions asked
- Difficult HR issues dealt with
- Joint training with the senior leadership has helped governors to feel part of the team
- Safeguarding training undertaken
- Governors involved with fundraising
- Major decisions taken on bulge classes, new buildings etc

2. TO AGREE THE BUSINESS FOR THE MEETING

The business was agreed as set out on the agenda.

3. HEADTEACHER'S REPORT

The headteacher introduced his report which had been previously circulated and highlighted the following points, answering governors' questions:

Attendance – It was anticipated that the target of 97% was achievable and would put the school in the top quintile. Governors questioned how the school could ensure the target was reached and were assured that a range of strategies were being used including not authorising requests for holiday leave unless there are exceptional circumstances such as bereavement, following up unauthorised absences, managing any pastoral issues, and close monitoring by staff. It was felt that the ultimate possibility of a £50 fine did not deter some parents from taking holidays in the cheaper period outside of school holidays, as this would still result in an overall saving for them.

SEN – A new funding formula was being introduced, and the school would in future have to publish its offer for SEN. Children would be provided with an education and healthcare plan rather than a statement. Governors asked what changes would be made following the audit of class provision maps and were advised that although diagnoses would be made elsewhere, the provision would not necessarily change. The developing inclusion team was already making a difference and the school aimed to achieve the Inclusion Mark by July 2014. Governors queried whether the best use of space was being made for SEN work and the headteacher explained that the aim was to keep children in class rather than taking them out to different areas as this was felt to be the best way for them to continue to make good to outstanding progress.

Pupil premium – The use of this funding in 2012/13 and the planned use of the additional funding in 2013/14 was welcomed. Governors discussed the use of funding to target those pupils on FSM who were assessed as being able to achieve level 3 at KS1 and level 5 at KS2 and the need to close the gap between FSM and non FSM pupils. Governors agreed that parents should be encouraged to apply for FSM and be made aware of the advantages of the increase in funding for the school that this would generate.

Finance – It was noted that the complaint to British Gas concerning the additional bill of £6000 was still being pursued and governors suggested a number of ways of challenging this.

Achievement and SAR – The SAR for the summer term 2013 had been circulated separately. Governors congratulated the headteacher and staff on the outcomes so far known for 2012/13 and in particular the results for year 2. The headteacher also reported on the maths scores for year 6 which had just been received and indicated that 95% had achieved level 4c (ie only three children did not achieve level 4) and 65% achieved level 5. In writing only one child did not achieve level 4c. Governors asked what had contributed to these excellent results and were advised that it was a combination of an inspiring and engaging curriculum, a relentless focus by the whole school team on key marginal pupils, and the staff's desire to own the data and to want the children to achieve their best.

SIP 2012/13 – now superseded by the 2013/14 version – see minute 4

Racist and bullying incidents – It was noted that there had been no incidents since the last meeting.

4. REPORT BACK FROM INSET DAY MAY 2013 AND SIP TARGETS FOR 2013/14

A draft SIP with targets for 2013/14 had been circulated and the headteacher explained that this had evolved from the school self-evaluation process. He advised that additional targets on leadership (including governance), and performance management of teaching and non-teaching staff would be added. Governors requested that an additional target on the achievement of FSM pupils at 6c+ be included.

RESOLVED that the final draft be submitted for approval in the autumn term.

5. COMMITTEES, WORKING GROUPS AND LINK GOVERNORS

a) Any points for discussion from committees

- Personnel Committee

The minutes of the Personnel Committee held on 12 June 2013 had been circulated. The Committee had considered the pay policy (see below), and the teacher appraisal policy.

Support staff appraisal and professional development policy

A copy of the above policy had been circulated and the headteacher reported that the staff had been consulted and had agreed with the draft policy. The Personnel Committee recommended it for adoption.

RESOLVED that the support staff appraisal and professional development policy be adopted.

- Co-ordinating and Finance Committee 15.5.13

It was noted that Committee had approved the budget for 2013/14.

Pay policy

Governors were informed that the draft School Teacher's Pay and Conditions Document 2013 contains a number of changes to the current provisions including the abolition of the right for teachers to make automatic progression up the pay spine according to their length of service. These changes will have major implications which may require a review of, and changes to the school's pay policy. It was noted that the local authority had produced a draft model pay policy, a copy of which had been circulated, along with a draft teacher appraisal policy, and that these had been presented to the trade unions for comments. The headteacher and Erica Pienaar explained that a new policy needed to be agreed by the end of term, so that teachers' objectives could be set in September 2013,

and performance reviewed against the objectives in 2014. It was, however, noted that nationally, the trade unions were in dispute with the DfE over the matter, and that strikes were likely to be called in the autumn term.

Governors discussed the need for uplifts in pay to be based on evidence that targets have been met, and the implications that this would have for Ofsted's judgements on the quality of teaching, and pupil attainment and progress.

It was agreed that the draft model pay policy and the appraisal policy be shared with the staff, that a two week consultation period be undertaken, and that any comments be fed back to the Personnel Committee. It was noted that an Appeal Committee would need to be established by July 2014, and that both policies would need to be reviewed annually.

RESOLVED that the Personnel Committee be authorised to consider any comments from the staff on the model pay policy and appraisal policy and approve any changes.

b) Any points for discussion from working groups

Governance working group:

- Governors' handbook/ policy document

This would be revised in line with the review of the size and composition of the governing body.

- Size and composition of governing body

It was noted that there were a number of vacancies on the governing body which were being held open pending a review of the size and composition of the governing body in the autumn.

- Committee structure and terms of reference

This would be revised in line with the review of the size and composition of the governing body.

- Governors' Code of Conduct

It was noted that Lewisham's model Governing Body Code of Conduct has recently been reviewed to take into account recommendations from the National Governors' Association. The working group had circulated a draft based on the model from the National Governors' Association. It was noted that this was still a working document and a final draft would be submitted for approval in the autumn term.

Charging & remission policy

A draft policy had been circulated with the agenda. Governors discussed whether there was a need to include a section on charges for the recording of school performances. However, it was noted that this would be covered by the licensing regulations, and that if there was any conflict with the provisions of the policy, the licensing requirements would take precedence.

Governors also discussed whether consultancy fees charged by the headteacher and deputy headteacher should be included in the policy but it was agreed that it would be more appropriate for this to be covered in the pay policy, to make it clear when fees may be retained and when they should go back into the school's budget.

RESOLVED that the charging and remission policy be approved, subject to the inclusion of a reference to the need to comply with licensing requirements, and amending the review date to July 2014.

Data protection and information security

Deferred to next meeting

c) Training, meetings attended, or other activities

Governors were asked to email any reports to the Clerk.

d) Changes to governing body

The following changes were noted:

i) End of term of office

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

ii) Appointment

Name	Category	Date appointed
Erica Pienaar	Local authority	1.5.13

iii) Vacancies

- 1 x staff
- 1 x parent

In addition, it was reported that Rose Ballantyne (Community) and Elizabeth Smith (Local authority) had resigned.

e) Register of Business Interests

The governing body was reminded that it is obliged to maintain and keep up to date a register of the pecuniary interests of its members and of those members of staff with significant financial responsibilities. Governors were asked to complete a proforma and return it to the clerk at the meeting. The forms were then handed to the headteacher to be kept by the school for audit purposes.

f) To review the membership of committees – deferred to next meeting

6. MINUTES OF THE LAST MEETING & MATTERS ARISING

a) To approve the minutes of the meeting held on 5.3.13

It was noted that the beginning of the last sentence of minute 3 should be amended to read: "It was noted that one of the parents is drafting a bid for several thousand pounds towards the purchase of books, which may be submitted for approval....". It was also noted that in the last sentence of minute 9, the reference to support staff being given time off for starting earlier two days a week, should read "time off in lieu".

RESOLVED that, subject to the above amendments, the minutes of the meeting held on 5.3.13 be approved and signed.

b) Matters Arising (not included elsewhere on the agenda) - None

7. PERFORMANCE APPRAISAL

a) Governor Appraisers

It was noted that governors must ensure that the Headteacher's performance has been reviewed against set targets and new targets agreed by the end of the autumn term 2013, and also that the National College for Teaching & Leadership recommends that three governors should be appointed on a rolling basis: one experienced appraiser, one new appraiser (who observed the previous year, and will take the lead the following year), and one observer (who will take over as the new appraiser the following year). The current appraisers are Ian Blight, Jocelyn Shaw, and Kate Jenkins, with Kathy Moss designated to hear any review.

RESOLVED that the new Chair to be elected in the autumn term, be part of the review group.

b) To agree arrangements to undertake a pay review of the Leadership Group

RESOLVED that the Personnel Committee be authorised to consider and approve any recommendations from the headteacher on the Leadership group pay.

8. DATES AND TIMES OF FUTURE MEETINGS

Governors were reminded that at the last meeting they had agreed to move the second meeting of the autumn term to early in the spring term, and instead to have two meetings in the summer term. Dates for governing body meetings in the next academic year had therefore been put forward on this basis for consideration.

RESOLVED that

- i) the Chair, Headteacher, and Erica Pienaar be authorised to agree the date for the autumn term meeting; and
- ii) the dates for the remainder of the next academic year be agreed as follows:

7pm Tuesday 28 January 2014

7pm Tuesday 29 April 2014

7pm Tuesday 15 July 2014

The meeting ended at 10.20pm.

Chair _____

Date: 23 October 2013