

MINUTES OF GOVERNING BODY MEETING

Date	Tuesday, 8 October 2013
Time	7.00 pm
Location	Southfield Primary School
Present	Andrew Bickley, Simon Prebble, Janet Barton, Catherine Barlen, Andrea Mac-Fall, Madeleine Stevens, Kathryn Cooper, Carol Douglas, Ngozi Fasan, Richard Sturdy
In attendance	Amandeep Tamber, Massimo Bonaddio, Eva Ulejczyk, Marianna Loizia

The Chair welcomed Miss Ulejczyk, Year 1 teacher and MFL subject lead, to the meeting and introductions were made.

1. **Apologies**
Apologies were received from Julie Greenhough and Ayan Samatar.
2. **Authorised/Unauthorised Absence**
Governors authorised the absence of the above named governors.
3. **Election of Chair**
Andrew Bickley was duly elected Chair for the academic year 2013 -2014.
4. **Election of Vice Chair**
Andrea Mac-Fall was duly elected Vice Chair for the academic year 2013 – 2014.
5. **Governing Body Membership and Declaration of Business Interests**
There are two Staff Governor, two Local Authority Governor and one Parent Governor vacancies.

There were no declarations of business interests for the meeting.
6. **Register of Business Interest Forms**
Governors completed their Register of Business Interest Forms.
7. **Review of Governing Body Size**
Governors asked for the Governance Review Group's recommendation on the size of the governing body before reviewing the committee membership and the planning for the year.

Following the Group's (Andrew Bickley, Catherine Barlen, Andrea Mac-Fall and Madeleine Stevens, Simon Prebble) review, their recommendation was to reduce the size of the governing body from 17 to 13 members and proposed the following constitution:

- 5 parent governors
- 5 co-opted governors (incl 1 staff)
- 1 staff governor
- 1 LA
- 1 Head

Governors asked if there would be enough governors to cover all the link roles with 13 governors. The Governance Review Group were confident that 13 members would allow the governing body to carry out all their duties. Governors agreed to the new governing body size and asked whether the current parent governor vacancy would be filled. The Head and Chair felt that any new appointments should wait until after the reconstitution, and the Head will look into the timeframe for reconstituting.

Planning for the year –

Committee Membership Management Committee

Andrew Bickley, Simon Prebble, Andrea Mac-Fall, Ngozi Fasan, Richard Sturdy

Teaching and Learning

Simon Prebble, Julie Greenhough, Janet Barton, Catherine Barlen, Ayan Samatar, Madeleine Stevens, Carol Douglas, Kathryn Cooper

Hearings Panel

1 LEA Governor, 1 Parent Governor, 1 Community Governor in alphabetical order.

Appeals Panel

1 LEA Governor, 1 Parent Governor, 1 Community Governor in reverse alphabetical order.

Pay Committee (incl Head's Performance Management Panel)

Andrew Bickley, Julie Greenhough, Richard Sturdy

Under the new Pay Policy, this Committee would also review teachers' pay progression in the Main and Upper Pay Scales. The Committee will meet in November to undertake the Head's performance management.

Link Governors

Attendance	Julie Greenhough
Literacy	Carol Douglas
Numeracy	Madeleine Stevens
Early Years Foundation Stage (EYFS)	Ayan Samatar
Inclusion (incl Equalities)	Kathryn Cooper
Safeguarding (Child Protection and Looked After Children)	Catherine Barlen
Safeguarding Site Visit	Catherine Barlen and Andrea Mac-Fall
Site and School Travel Plan	Andrea Mac-Fall
Finance	Ngozi Fasan
Assessment for Learning	All governors to look at assessment in their link roles

The Head confirmed to governors that the above roles fit with the school's priorities.

8. Governing Body Audit/Self Evaluation

The Governance Review Group had met to evaluate the governing body against Ofsted requirements with each requirement being reviewed by the governors and the Head. Catherine Barlen had kindly drafted the Self Evaluation using an adapted proforma from TEN Governor. This was then subject to detailed review and amendment by the group. The document was then presented to the governing body. The Head suggested the document should be made available to Ofsted, and as such would need to include evidence. Following the review at this meeting the Head and Chair will review the document with evidence and then recirculate to the governing body.

Each section of the Self Evaluation was reviewed and the following points were discussed:

A *Ensure clarity of vision, ethos and strategic direction*

It was felt that the autumn term was more appropriate for strategic planning. Different stakeholders had been involved including staff and children in the decision on the vision and values of the school in 2012. There was a discussion about whether this should be done again, and whether the values and ethos were the governing body's responsibility as part of their strategic role. Views varied from refining rather than re-doing, reviewing the vision and values every three years and the strategy annually. There was mixed feeling about a

visioning day, and the Head will find out what other models are and report back to the governing body.

C Support and Strengthen Leadership

Carol Douglas queried the time implications of the Head mentoring another Head. The Head advised that this was for an experienced Head and that the involvement was very minimal, and showed evidence of supporting and working alongside another school.

D Provide challenge and hold the Headteacher and other senior leaders to account for improving the quality of teaching, pupils' achievement and pupils' behavior and safety

The Ofsted Data Dashboard will be added to this section.

E Use performance management systems, including the performance management of the Headteacher, to improve teaching, leadership and management

This section can be evidenced through the updated SEF, data training on 24 October 2013, LA inspection to review the SEF, data and moderation judgments.

H Engage with key stakeholders

The various ways were reviewed including:

- Governor profiles – it was suggested that governors also add what they do for the school, and newsletters
- Governors attending parents evenings
- Parents' complaints are responded to or passed on to the Head. The Chair will report correspondence at future meetings, and it was suggested having a school email address for the Chair of Governors for parents.
- Parentview – 60 responses have been received to date. To consider whether governors look at it, and action or feedback to the Head.

An action plan will be formulated. This will be reviewed in June and tabled at the October meeting for minuting with an agenda item for Progress of Action Plan.

Vision and Values of the School

Governors discussed the Vision and Values on the website which should reflect the school community through consultation, and how this should take place and how often as they had only been reviewed last year. Andrea Mac-Fall had felt that they were too long, but did not want to pursue this any further if everyone else was happy with them.

Catherine Barlen raised a query about the ethos of the school and collective worship and whether there should be more religion and collective worship. The Head outlined some of the things currently done in school both in assemblies and in class, some of which were reflection. An evidence based discussion was proposed with the Head presenting to the next governing body meeting how the values are being met by reviewing the practices over the last year.

9. Training for Governors

A training session on Data Training will be held on Thursday, 24 October 2013 at 7.00 – 9.00 pm. A further session on data analysis and recognizing trends will also be arranged.

10. Correspondence to the Chair of Governors

The Chair had received one complaint which had been responded to and satisfactorily resolved.

11. Any Other Business

Term Dates

Governors agreed the term dates for 2014/15 to allow them to be published to parents early. There will be a Fit for Sport childcare facility available for occasional days.

Teachers Strike

Following a risk assessment, the school will be closed on Thursday, 17 October 2013 due to the number of staff expected to take strike action.

Feeder Schools

Catherine Barlen asked if the school could circulate any invitations from high schools to parents. The Head advised that the school's position is to direct parents to the LA website and booklets.

There was concern that parents had not been advised about a specific Year 4 and Year 5 visit to a local secondary school which some parents had found out about through other parents. The Head said there was concern about whether some of these visits were for curriculum days or recruitment days but did confirm where the school is approached by the high school for genuine curriculum opportunities, these are considered and taken part in.

Governor/Staff Breakfast

Andrea Mac-Fall will liaise with the Head regarding dates.

12. **Date and Time of Next Meetings**

The dates of future governing body meeting are :

Wednesday, 27 November 2013 at 7.00 pm

Wednesday, 19 March 2014 at 7.00 pm

Wednesday, 18 June 2014 at 7.00 pm

The meeting finished at 8.50 pm.

Andrew Bickley
Chair of Governors

Southfield Primary School
Southfield Road
London, W4 1DB

Marianna Loizia
Clerk to the Governors