

**Minutes of Governing Body Meeting
Thursday, 7 December 2017 at 7.00 pm
Southfield Primary School**

- Further embed the school's Vision and Values by widening the curriculum through even better teaching of British Values and the PSHE curriculum.
- Improve reading outcomes by developing reading skills across the school.
- Improve writing outcomes by ensuring better coverage of the writing skills and applying them across the curriculum.
- Develop maths teaching and learning through consistency of practice, even better curriculum coverage and more use of practical apparatus.
- Close the attainment gap for specific underachieving groups i.e. Disadvantaged, Disadvantaged White British, SEN/D through developing interventions, parental / carer involvement and robust assessment.

Present Robert Huxford (Chair), Simon Prebble, Ngozi Fasan, Tom Muir, John Tanter, Anthony Korn, Angela McHale, Leong MacSweeney, Cedric Glaux, Emma Sharpe

In Attendance Marianna Loizia, Amandeep Tamber, Pav Bal

Governors welcomed Mr Glaux and Mrs Sharpe, parent governors and introductions were made.

			Action
1.	Apologies	Apologies were received from Georgina Gilbey.	
2.	Authorised /Unauthorised absence	Governors authorised the above absence.	
3.	Governing Body Membership and Declaration of Business Interests	<p>Ms Fasan was re-appointed to the governing body. Ms Barton's term as staff governor ended on 27 November 2017. The Chair expressed thanks for Ms Barton's long-standing service on the governing body over many years, and a staff governor election will be held. There is currently one co-opted governor vacancy and one staff governor vacancy.</p> <p>There were no declarations of interest for this meeting. The Clerk will send out Declaration of Interest forms to the new governors.</p> <p>Governor roles were reviewed and the following agreed:</p> <p>Safeguarding – Tom Muir English – Cedric Glaux Maths – Emma Sharpe Website Statutory Requirements, comprising of reviewing compliance against all statutory requirements. Ngozi</p>	ML

		<p>Fasan</p> <p>The Teaching and Learning committee currently meets during the day, and this will be reviewed to see if it still works for governors, but it was also noted that the meetings usually include presentations from staff.</p> <p>Emma Sharpe joined the Teaching and Learning Committee and Cedric Glaux joined the Resources Committee. The Head and Chair had met with the two new governors prior to the meeting to start the induction process.</p>	
4.	Minutes of Previous Meeting and Matters Arising	<p>The minutes of the meeting held on 4 October 2017 were agreed and signed by the Chair.</p> <p>Harrisons contract – The Head proposed carrying on with the Harrisons contract in compliance with the tendering process. Governors agreed this and the Chair signed the new contract.</p>	
5.	Committee Meetings	<p>Resources Committee</p> <p>The highlights from the meeting were the change to the National Funding Formula from 2018, broadly aiming to rebalance budgets across the country which currently are thought to favour London schools. The school is likely to suffer a reduction in budget but there will be no more than 1.5% reduction for any school. Budget cuts and ways to raise revenue are being considered by the management team. The Kajima contract has been terminated and the school will be managing its own lettings to hopefully bring in more income. The Sunflower Fund is up and running.</p> <p>Governors are now receiving an expanded and very comprehensive report on Pupil Premium spend including the aims of where money is being used and the impact. The Terms of Reference were reviewed with no changes by governors.</p> <p>Teaching and Learning</p> <p>The Terms of Reference were reviewed and the quorum reduced from six to five members to give flexibility. Pupil progress and attainment figures were reviewed and are above national average in reading, writing and maths combined for KS2 up from 50% last year to 76% which is brilliant for the school. KS1 data is not as good as expected and has fed into school priorities, the data is weaker than other stages. Phonics KS1 data and EYFS are good. The school is not a coasting school. There are fewer children in receipt of pupil premium than previous years and this is affecting funding. Targets are ambitious and achievable. KS2 targets are higher than national.</p> <p>Governors agreed the revised Terms of Reference.</p>	
6.	Head Teacher Report	<p>The report was distributed by the Head and questions invited.</p> <p>Governors asked about the shift in behaviour logs – This has been a focus in EYFS for lunchtimes and statements being sought for particular children. Figures are taken from Sleuth behaviour management system.</p>	
	Self-Evaluation Summary	<p>The Head led governors through the summary of the self-evaluation in regards to the Ofsted framework, and will send it out to governors after the meeting. The KPIs for the current year were highlighted and the progress from</p>	

	<p>Ealing Learning Partnership</p>	<p>the last inspection. The Self-Evaluation Grade is 2 for Good, and the Head advised that are some gaps in the data and more consistency in the quality of teaching needed before getting to Outstanding.</p> <p>Governors asked about staff mobility and were advised that this is as common as other schools in London, but had improved.</p> <p>The threads through the SEF and the SIP can be seen and are linked. Governors asked about the next steps to get to a Grade 1. The Head advised the key thing is consistency and the school is working on this in all the priorities, eg mobile staff, inducting all staff in processes.</p> <p>Ealing is reviewing the provision it offers school including statutory functions and traded services, some of which the school buys into and some that it doesn't. The Ealing Learning Partnership is not statutory and cannot be bought separately, eg EGfL, school reports, etc and governors have to decide if they want to buy into it, currently the LA top slices school's budget. School subscriptions were reviewed, and with the school being given £12,499 in its budget there would still be money left over. The general view was to join for a year; some schools would pilot a cluster system, and some would continue with a link officer. The Head recommended continuing with a link officer over the next year, and to report back to the Resources committee. The model has been taken from the Hounslow model. Governors asked if we can we find out how the Hounslow schools are doing? The Head offered to ask for feedback from a colleague.</p> <p>Governors asked how they would monitor value for money for the service. The Head will report back to the Resources Committee and the full GB. Governors agreed to sign up for a year. Currently there is no other option. AMCH asked for a breakdown on what we use now, and how we get it from elsewhere or not at all.</p>	<p>SP</p> <p>SP</p>
<p>7.</p>	<p>Governing Body Audit/ Self Evaluation Action Plan</p>	<p>Mr Huxford, Mr Tanter and Ms McHale had reviewed and updated the Self Evaluation Action Plan process to include the following areas, and will share it with governors for those responsible to update the actions for improvement:</p> <ul style="list-style-type: none"> • Effective working practices • Vision, Ethos and Strategic Direction of the School • Holding Senior Leaders to Account for Performance in School • Effective use of School Finances • Overall Impact and Contribution to School Improvement Plan <p>Is there a reason for no timescales? Every time it is reviewed it can be improved. It was agreed to add deadlines for those responsible to be able to monitor and will be finalised and circulated next. The Chair invited discussion via email in between meetings.</p> <p>Governing Body Self Audit – Forms will be reviewed and trends picked up in a traffic light system. There were concerns around risk management and how the GB and SLT work (amber). The priority is around accountability, eg financial management and policies, budget allocation, assessment management, procurement. There were</p>	<p>RH</p> <p>RH</p>

		<p>gaps in about 15% of the document, eg, asset management although the school business manager does a lot of work in this area and this may need to be highlighted to ensure the right strengths in the right areas. Emma Sharpe and Cedric Glaux will complete audit documents.</p> <p>Code of Conduct The Chair offered to draft a Committee Charter to <i>outline the aim to aspire to be and behaviour</i>. Not sure what this means? Governors agreed and he asked for volunteers to review it. AMcH and AK will review and it will be agreed at the next meeting.</p>	<p>ES/CG</p> <p>RH/ AMcH/AK</p>
8.	Update on Policies Cycle	<p>Governor Allowances This had been discussed previously and the GB agreed to be treated in the same way as staff, eg, no child care allowances, etc, as it does not feel right to claim for things staff cannot claim for. The policy is a Statutory requirement and governors agreed to continue as above, and the Head will draft a policy. Governors asked if the policy would deter people from joining the governing body and it was agreed that if circumstances were to change within the group, governors should speak up, and there should be flexibility within the policy. If potential governors' express difficulties this could be fed back to the GB particularly parent governors.</p> <p>Appraisal Policy This will be reviewed and be brought to the next Governing Body.</p>	<p>SP</p>
9.	Governor Link Reports	<p>Verbal feedback was given:</p> <p>Angela McHale – IPC and computing – The IPC link had visited Green Dragon School and had brought back some useful ideas to embed IPC in every classroom with IPC maps so pupils know the process they go through for each topic, colour coded wording for subjects such as science, history and other areas throughout the school. Computing – Mark Robinson has done some work to enable all teachers to involve computing in all IPC topics and has updated the login for younger pupils.</p> <p>Leong MacSweeney - Inclusion – A support intervention class on phonics was observed. Year 5 children enjoyed it and behaved well, they were very confident, mainly EAL children. There was an update from the SENCo – 27 children are on the SEND register and 12 children are disadvantaged on pupil premium, 32 children with additional needs and only four on pupil premium. The next visit will focus on pupil premium and what is happening within the pupil premium children group.</p> <p>John Tanter - EYFS – The report had been circulated. Reception to Year 1 children catch up are a challenging cohort, are very young and heavily weighted towards boys and did better than anticipated. Classes have been mixed up to balance the genders which has gone well and the children settled well into classes.</p> <p>Tom Muir - Maths – three main parts of lesson were observed. There are new changes in teaching for maths with stretch with depth on topic which is working really effectively. Data was reviewed and was very encouraging. The School Improvement Lead's action plan was shared and changes to the Maths policy are being reviewed.</p>	

		Safeguarding visit – the termly report is reviewed in the Safeguarding visit and TM will liaise with Ms Tamber.	TM
10.	Directors Report to Governors	The autumn term report was noted.	
11.	Any Other Business	<p>PGL - Governors reviewed and agreed the estimated costings. Costs have been reduced by reducing the trip by one night to make it more inclusive. A proportion is funded through pupil premium for some children. Governors asked if we knew for how many children price was a barrier, and were advised that the school has not asked, but for some the school funded part of the trip. Governors asked if we can supplement with a higher fee and were advised the pupil premium is for enrichment also and can be used.</p> <p>Janet Barton – Janet had stepped from the governing body after a long time, and the governors will be presenting her with a card and a gift for long service at the staff breakfast.</p> <p>Staff breakfast – the date was agreed for Friday, 15 December 2017.</p> <p>Feedback Report – AMcH said she thought the meeting went well. There was a lot of paper to read in a short time to make a decision, otherwise it was efficient and balanced. Governors asked if all documents could be sent in one email, and the clerk offered to collate all documents and resend together with the agenda prior to the meeting.</p>	ML
12.	Date and Time of next meeting	<p>The following dates and times for future meetings:</p> <p>Resources Committee - Thursday, 22 February 2018 at 6.30 pm</p> <p>Teaching and Learning Committee - Thursday, 1 March 2018 at 9.00 am</p> <p>Governing Body - Thursday, 15 March 2018 at 7.00 pm</p>	

Meeting finished at 9.10 pm.

Robert Huxford
Chair of Governors
Southfield Governing Body