

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD  
OF THE FEDERATION OF HEAVERS FARM PRIMARY SCHOOL AND SELSDON PRIMARY SCHOOL  
HELD ON WEDNESDAY 12th July 2017 AT SELSDON AT 6.15PM**

**Present**

Lynsey Barnett	Staff Governor
Nigel Collins	Co-opted Governor
Graham Cluer	Partnership Governor, Chair
Mick Forteath	LA Governor
Dom Lacovara	Parent Governor
Des Ogg	Partnership Governor
Susan Papas	Executive Head teacher
Jo Read	Associate Member
Hilary Smith	Associate Member
Alan Tigg	Co-opted Governor

**Also In Attendance**

Shelley Parker (HoS, Selsdon)	Observer
Liz Parry	Governance Manager

**Absent**

Moses Bukenya	Parent Governor
Sarah Faulding	Co-opted Governor
Tony Pearson	Co-opted Governor
Janice Sprouse	Co-opted Governor

**1. Welcome & Apologies**

The Chair opened the meeting at 6.15pm and welcomed everyone to the meeting. Apologies for absence had been received from Janice Sprouse, Tony Pearson and Moses Bukenya.

It was noted that Sarah Faulding had recently returned from maternity leave on a part time basis and the Chair asked the Executive Headteacher to clarify with Sarah if she still wished to be a member of the Governing Board.

Daniel McCormack had intended to come to the present meeting but was unavoidably delayed by a matter at Heavers Farm.

With regard to filling the current vacancy on the Governing Board, the Chair reported that he was seeking the support of School Governor One Stop Shop (SGOSS) and Inspiring Governance and the Local Authority. Governors were asked to forward any suggestions to the Chair if they knew of any potential candidates for governor vacancies.

It was also noted that Mick Forteath would be stepping down after the current meeting. Des Ogg indicated that he was planning to retire at Christmas.

**ACTION: Update on Governing Board membership to be reported at the next meeting**

2.	<p><b>Declaration of Pecuniary Interests in the Current agenda</b> <i>Governors to declare any pecuniary or personal interests in any agenda item for this meeting</i></p> <p>Governors were asked if they had any known pecuniary or other potential conflicts of interest in the current. The Executive Headteacher said that she had a potential conflict of interest in item 6 and would leave the room for discussion of this item.</p>
3.	<p><b>Quorum</b></p> <p>It was confirmed that the meeting was quorate.</p>
4.	<p><b>Minutes of the Previous meeting held on 26th April 2017: <i>checking of accuracy and signing by the Chair</i></b></p> <p>The minutes of the previous meeting were agreed as a true and accurate account of proceedings and duly signed and dated and passed to the Executive Headteacher to be held on file in school.</p>
5.	<p><b>Matters Arising from the previous minutes</b></p> <p><i>To include</i></p> <ul style="list-style-type: none"> <li>• <b><i>update on Headteacher Performance Management</i></b> The Chair reported that the Headteacher Performance Management meeting had taken place with two governors. A review of previous targets had taken place and new targets had been set.</li> <li>• <b><i>update on Personnel issues</i></b> Recorded under Part B</li> <li>• <b><i>Report on school journey2017</i></b> The Governing Board was in receipt of school journey reports for each school. The venue for the school journey for both schools was in Shropshire. Both reports indicated many positive aspects of the provision and the quality of the experience provided including staff input and good food, but overall staff felt that the destination was too far from home and the journey of 5+ hours was too long. Likewise, the dormitories with 10 - 12 children were difficult for the school staff to oversee. Therefore the schools will be looking for alternative venues closer to home for the school journey in 2018. <b>ACTION: Proposal for the school journeys for 2018 to be brought to the Governing Board in the autumn term 2017 for formal ratification.</b></li> </ul>
6.	<p><b>Review of Staffing Structure</b></p> <p>Governors were in receipt of the proposed updated Staffing Structure which reflected some temporary changes in leadership.</p> <p><b><i>Heavers Farm:</i></b></p> <p>As previously reported, Dan McCormack was stepping down from the role of Head of School at Heavers Farm and this role will be shared between the Executive Headteacher and the Deputy Executive Headteacher.</p> <p>The role will be kept open for the future, but for the current financial year the non-replacement of Dan will make a saving of £25,500.</p>

	<p>Two existing leaders will be coming out of the class teaching role to take on the role of Acting Assistant Headteacher encompassing the role of SENCO.</p> <p>The two Deputy Headteacher roles include one at 0.6 FTE (3 days per week). The two Assistant Headteacher roles are acting positions.</p> <p><b>Selsdon:</b></p> <p>Next year there will be 1 Head of School, 1 Deputy Headteacher and 1 Assistant Headteacher in post.</p> <p>At this point Susan Papas left the meeting.</p> <p>The chair explained that the Federation Extended Schools Manager had resigned from post. In order to cover the work of this post the Executive Headteacher had assigned specific roles to members of Admin staff in both schools to take on the day to day running of clubs etc.</p> <p>There was also a leadership/strategic role which would cost £3,359 + on costs, and the issue now was whether to make this an acting role or whether to formally advertise the role to current admin staff.</p> <p>Governors agreed unanimously that the role should be advertised to Admin L2 staff.</p> <p><b>Question:</b> Could this position be advertised externally as well?</p> <p><b>Answer:</b> This would be difficult to do because it is essentially an additional role which will be added to an existing job.</p> <p>Governors agreed that if there is a competitive interview it would be appropriate for a governor to be on the panel.</p>
7.	<p><b>Update on any progress with application to the DfE regarding MAT status for Heavers Farm and Selsdon</b></p> <p>The Executive Headteacher said that there had been no progress or update to report. Since the General Election there has been no contact from the assigned caseworker from the DfE.</p> <p>The Executive Headteacher said that she will try to make contact and if necessary register interest again.</p> <p>It was noted that at the next meeting for Chairs with the Director, the Deputy Regional Schools Commissioner was due to attend and provide an update on direction of travel with regard to academisation etc.</p> <p><b>ACTION: Update at the next meeting.</b></p>
8.	<p><b>Achievement Update:</b></p> <p>Governors were in receipt of a report providing a full update on KS1 and KS2 results.</p> <p>➤ <b>Overview on KS2 SATs results for Heavers Farm &amp; Selsdon 2017.</b></p> <p>Governors were in receipt of the results for both schools. Overall, the results were impressive in both schools and the Governing Board extended congratulations to all staff, noting that the School Improvement Committee will undertake further discussion and analysis in the autumn term.</p>

**Selsdon:** Results for pupils reaching expected +

Reading: 80% Writing:88% Maths: 75% Combined RWM: 61% GPS: 81%

Reading was much improved on 2016 and well above National average of 71%

Writing was the same as last year and well above National average of 76%

Maths was the same as National average of 75%

Combined was the same as National average of 61%

The Governing Board discussed the fact that Maths was clearly an area for further focus. Although in line with national average, compared to achievement in Reading and Writing it was clear that there was room for further improvement. The Executive Headteacher said that Maths will be a focus for next year.

**Heavers Farm:** Results for pupils reaching expected+

Reading: 86% Writing: 88% Maths: 84% Combined RWM: 81% GPS:88%

The Executive Headteacher reported that the LA had phoned to express congratulations

**Question:** Given that both schools are operating from the same principles, what is it that is being done differently at Heavers Farm compared to Selsdon, particularly in Maths?

**Answer:** The Executive and Deputy Executive Headteachers explained that there was a difference in the consistency of approach which had been present at Heavers Farm throughout, right from Early Years, whereas at Selsdon improvement and consistency of approach began when the Federation began. Therefore some children at Selsdon have not experienced such a high level of consistency to be fully secure, even though a great deal of work has been undertaken to plug gaps in learning. It was also important to note that the cohort at Heavers Farm was a high performing cohort. The SLT was doing some analysis of results and will be identifying if there were any particular issues with teaching at Selsdon particularly in Maths which could have had an impact.

Additional support booster work did not begin as early at Selsdon as it did at Heavers Farm and this was a middle leadership issue. Going forwards there will be renewed work to ensure that expectations are fully carried out consistently in both schools. Planning is equal across both schools.

**Question:** Is Selsdon now starting to see strengthening in the cohorts coming through the school?

**Answer:** Yes this is certainly the case and the KS1 results are indicative of this which are particularly strong.

- Governors then looked at the Phonics and **KS1** results as outlined in the report. It was noted that the 2017 national average was not yet available.

	<p><b>Selsdon:</b> Results for pupils at expected standard+ Reading: 87% Writing: 82% Maths: 85%</p> <p><b>Heavers Farm:</b> Results for pupils at expected standard+ Reading: 76% Writing: 69% Maths: 83%</p> <p>The results in Writing were the most disappointing at Heavers Farm and this will need to be a focus and priority at Heavers Farm next year.</p> <p>➤ <b>Year 1 Phonics:</b> <b>Selsdon: 87% Heavers Farm: 89%</b> Both well above national average. Shelley asked governors to note that the pupils at Selsdon who did not pass the phonics test all started at Selsdon during the summer term.</p> <p>At the conclusion to discussion governors thanked the SLT for the presentation of results. <b>ACTION: Further analysis of SATS results and all results across all year groups to be a key agenda item at the next meeting of the School Improvement Committee. Focus on Maths at Selsdon and Writing at Heavers Farm to be key priorities in the new School Development Plans.</b></p>
9.	<p><b>Headteacher's Report</b></p> <p>It was noted that due to the full agenda, a Headteacher's Report was not included for the current meeting following prior agreement with the Chair.</p>
10.	<p><b>Committee Items</b></p> <p><b>10.1 <u>Resources Committee: meeting held on 9th May 2017: Matters arising:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Recommendation for any write offs to be brought to the Governing Board for formal approval.</b> There were no write offs for consideration at the current meeting. However, Des Ogg reported that he had recently made a visit to both schools which raised queries and he would be referring the item to the next meeting of the Resources Committee before bringing any recommendations to the full Governing Board. <b>ACTION : Consideration of the Asset Register and write offs to be an agenda item at the next meeting of the Resources Committee.</b></li> <li>• <b>Policy review: Following recommended for formal approval</b> Governors were in receipt of all the following policies <ul style="list-style-type: none"> <li>• • <b>Statement of procedures for dealing with allegations of abuse against staff:</b></li> <li>• • <b>SEND Information Report</b></li> <li>• • <b>Health and Safety Policy</b></li> <li>• • <b>Accessibility Plan (one for each school)</b></li> <li>• • <b>Governors' Allowances Policy.</b></li> </ul> </li> </ul>

- • **Equality Information and Objectives/Equalities Policy**
- • **Supporting pupils with medical conditions**
- • **Whistleblowing Policy** (one for each school) ·
- **ESafety Acceptable Use and Camera Image Policy**
- • **Business Continuity Plan** (one for each school)
- • **Records Management Policy**
- • **Medical needs policy**
- • **Teacher Appraisal Policy**
- • **Staff Capability Procedures**
- • **Staff Discipline policy,**
- • **Staff code of Conduct**
- • **Staff Grievance Policies**

The Governing Board formally approved all policies and it was agreed that the Policy Review checklist will be updated.

**Lettings Policy:** A governor raised a query about priority for bookings if the PTA makes a request to hold an event which may be in conflict with a regular let: who would get priority and should this be written into the Policy? All school staff present said that this was not an issue which presented any problem to either school. The PTA and staff will always discuss their plans and ensure that they are booked in at a time when there is no club or teaching taking place in the relevant space. The PTA is not charged for use of the school premises therefore its use of the school space is not classified as a let.

The Governing Board formally approved the Lettings Policy.

**Complaints Policy:** The Chair reported that there had been some minor adjustments to the Policy to clarify who deals with the formal stages of the complaint.

The Chair also drew attention to the need to refer complainants about SEND issues to the complaints policy at the current time.

The Governing Board formally approved the Complaints Policy

- **Governors' sub group to be set up to look at changes in legislation with regard to data protection and implications from 25th May next year:**

This was noted and work was in place in the schools to address this issue.

- **Update on checking of Single Central Register**

This had been undertaken during the course of the year by Mick Forteach, and a new governor will be assigned for this monitoring role at the first meeting of the autumn term. In future the Single Central Record will also show that the member of staff had been medically cleared by OH to work in the school.

- **Update on progress with expansion at Heavers Farm and planning for formal opening of the new building**

The new building was finished 6 weeks ahead of schedule and handed over for the school's

use. The move in had already taken place . The Chair confirmed that there was no issue with cladding on the new building.

The new building is to be named the Hilary Smith building, to celebrate and mark Hilary's long association and service to the school as a governor. There will be a formal opening of the building to co-incide with a Governors' Day in School, and this was confirmed as **Thursday 5th October 2017**.

**ACTION: Governors to reserve the date of 5th October in their diaries. School to issue invitations to all guests nearer the date.**

#### **10.2 School Improvement Committee: meeting held on 2nd May 2017 matters arising**

- **Focus on progress and achievement of pupils with special needs across both schools.**

It was noted that the SEND information for both schools requires updating. The Executive Headteacher confirmed that this was in hand.

- **Focus on ensuring that the schools are appropriately registering pupils with SEN and including them within the figures.**

It was confirmed that since the last meeting of the SIP where governors had identified that too few children were appropriately registered as having SEND, The Executive Headteacher confirmed that pupils were now realistically categorised as SEND when appropriate. The figure is now 11% which is in line with the national average.

- **Attendance: focus on improving attendance figures at both schools**

Governors noted that the attendance figures for both schools were very disappointing. There was a high level of persistent absence and it was agreed that tackling this issue must be a key priority for the next academic year. The Executive Headteacher said that time and training will be allocated to the Attendance Officers to ensure that they focus on tackling persistent absence as soon as attendance drops below expected levels (96.1) rather than pursuing when the levels drop below 90%. There was currently an issue of not addressing absence early enough.

**Question:** When children have a genuine and known medical issue which causes them to be absent, is it possible to ensure that letters to parents and treatment of the children is as supportive as possible? Sometimes children who are absent due to their condition/medical appointments, are excluded from rewards which can seem punitive and unsupportive.

**Answer:** The Executive Headteacher said that she fully recognised this point and in addressing the whole issue of attendance and reviewing the Attendance Policy the schools will aim to ensure that pupils with medical issues are not inappropriately penalised.

It was agreed that an action plan for addressing attendance issues will be put

	<p>together and brought to the next meeting of the School Improvement Committee where it will continue to be a standing item.</p> <p><b>ACTION: Attendance Action Plan to be a key agenda item at the next meeting of the SIP.</b></p>
<b>11.</b>	<p><b>School Development Plans 2016/2017:</b></p> <p><b>Update on achievement against targets</b> It was agreed to defer discussion of this item to the Autumn term.</p> <p><b>Update on governor monitoring visits</b> It was reported that Janice Sprouse had been into school to talk to the SENCOs at Heavers Farm and Selsdon. Nigel Collins confirmed that he would be providing exit interviews for members of staff leaving the Federation. Dom Lacovara confirmed that he would be very happy to have involvement with the development of Forest School activities within the federation. Graham Cluer confirmed that he has made a number of visits to both schools.</p> <p><b>Update on planning for the 2017/2018 SDPs and likely key priorities</b> It was agreed that key discussions on this item should be deferred to the Autumn term. The Executive Headteacher said that the SLT was yet to meet to make a final review of the SDP 2016/2017 and discuss priorities for 2017/2018, though as previously discussed, Maths particularly at Selsdon, and Writing at Heavers Farm, will be priorities. Attendance will be a key priority across both schools.</p>
<b>12.</b>	<p><b>Chair's Items:</b></p> <p><b>To include, procedure for nomination of Chair and Vice Chair 2017/8</b> The Chair reminded governors that the Federation's Standing Orders require that governors nominate candidates for the position of Chair at least three weeks in advance of the first meeting of the autumn term. Governors were offered the opportunity to send any nominations to the Governance Manager. At the current meeting a nomination was made for Graham Cluer to be Chair, which was formally seconded. It was noted that Vice Chair nominations could be made at the meeting though it would be preferable to receive these in advance. Graham asked governors to give serious consideration to the role. Des Ogg said that he would be happy to be re-appointed to the role, but asked governors to bear in mind that it was his intention to step down at Christmas</p>
<b>13</b>	<p><b>Meeting schedule for 2017/2018.</b> The proposed schedule for the following year was formally approved. The Chair asked governors to ensure that they note all dates in their diaries for the forthcoming year.</p>
<b>14</b>	<p><b>Meeting Impact</b></p>



Summary of Action Points.

<u>Item No</u>	<u>Action</u>	<u>Person(s) responsible</u>
<b>5</b>	<b>Proposal for the school journeys for 2018 to be brought to the Governing Board in the autumn term 2017 for formal ratification.</b>	<b>Executive Headteacher</b>
<b>7</b>	<b>Update on application to the DfE re MAT status at the next meeting.</b>	<b>Executive Headteacher</b>
<b><u>8</u></b>	<b>Further analysis of SATS results and all results across all year groups to be a key agenda item at the next meeting of the School Improvement Committee. Focus on Maths at Selsdon and Writing at Heavers Farm to be key priorities in the new School Development Plans.</b>	<b>SIP Committee SLT &amp; all governors</b>
<b>10.1</b>	<b>Governors to reserve the date of 5th October in their diaries. School to issue invitations to all guests nearer the date.</b>	<b>All governors</b>
<b>11</b>	<b>Attendance Action Plan to be a key agenda item at the next meeting of the SIP Committee.</b>	<b>Executive Headteacher</b>