

MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD

OF THE FEDERATION OF HEAVERS FARM PRIMARY SCHOOL AND SELSDON PRIMARY SCHOOL

HELD ON WEDNESDAY 13th SEPTEMBER 2017 AT 6.15PM AT HEAVERS FARM PRIMARY SCHOOL

Present

Moses Bukenya	Parent Governor
Nigel Collins	Co-opted Governor
Graham Cluer	Partnership Governor, Chair
Dom Lacovara	Parent Governor
Des Ogg	Partnership Governor
Susan Papas	Executive Head teacher
Tony Pearson	Co-opted Governor
Jo Read	Associate Member
Hilary Smith	Co-opted Governor
Johnny Tang	Co-opted Governor
Alan Tigg	Co-opted Governor

Also In Attendance

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

Absent

Lynsey Barnett	Staff Governor
Sarah Faulding	Co-opted Governor

1. **Welcome & Apologies for Absence, with a particular welcome to Johnny Tang, prospective Co-opted Governor**

Liz Parry opened the meeting and welcomed everyone. A particular welcome was given to Johnny Tang and introductions were made.

Apologies for absence had been received from Sarah Faulding and Lynsey Barnett.

Janice Sprouse had also sent her apologies and also tendered her resignation from the Governing board due to pressure of commitments.

2. **Declaration of Pecuniary Interests in the Current agenda and collation of Annual Pecuniary Interests Forms.**

- ***All governors to return a completed 2017/18 pecuniary interest form with details of their business interests, any other educational establishments that they govern and any relationships***
Governors were requested to complete their pecuniary interests form and return it to the Governance Manager.
- ***Governors to declare any pecuniary or personal interests in any agenda item for this meeting***
Governors were asked if they had any known pecuniary or other conflicts of interest in the current agenda and none were declared.
- ***To note that the completed register of interests will be published on the school websites in***

	<p><i>compliance with requirements</i></p> <p>It was noted that the Governance Manager would collate a register for publication as soon as all forms had been received.</p>
3.	<p>Quorum</p> <p>It was confirmed that the current meeting was quorate.</p>
4.	<p>Update on Membership and Nomination for Appointment of Johnny Tang to the vacant position for Co-opted Governor.</p> <p>Graham Cluer nominated Johnny Tang for the position of Co-opted governor noting that Johnny had applied for a governorship via the Inspiring Governance website and had recently visited the school and met with Susan Papas. Johnny said that he works as an accountant in publishing and had an interest in governorship and supporting young people to have the best educational opportunities and to be given the chance to succeed. He said that he felt his particular skills set meant he would be best suited to sitting on the Resources Committee.</p> <p>The Governance Manager then asked governors if they were happy to appoint Johnny subject to DBS etc, and this was agreed unanimously with thanks to Johnny for his enthusiasm and willingness to join the Board.</p> <p>To note that the Instrument of Governance allows for the appointment of 13 governors as follows:</p> <p>2 Parent governors</p> <p>The Executive Headteacher</p> <p>1 Staff Governor</p> <p>1 Local Authority Governor</p> <p>2 Partnership Governors</p> <p>6 Co-opted Governors</p> <p>Update on efforts to recruit to the remaining LA vacancy</p> <p>It was noted that following the resignation of Mick Forteath there was now one LA Vacancy. Graham Cluer had been in touch with the LA and would pursue further communications in an effort to find suitable candidates to fill the post</p> <p>Update on succession planning for the Governing Board membership</p> <p>Des Ogg reminded the Board that he was intending to retire from governorship this academic year which will mean that a further post will become vacant. Des said that he was happy to remain in post until the Governing Board had a fully secure membership.</p> <p>ACTION: Efforts to fill the remaining LA Vacancy to continue and to source candidates for the forthcoming Partnership Governor vacancy when Des Ogg resigns from post.</p>
5.	<p>Election of Chair to the Governing Board for the forthcoming year.</p> <p>The Governance Manager reported that she had received two nominations for Graham Cluer for the position of chair for the forthcoming year and confirmed that there were no further nominations. The Nomination was formally seconded.</p>

	<p>Graham Cluer said that he was very happy to continue as Chair for a further year in a role he enjoyed. However, he asked governors to remember that he could not continue as Chair indefinitely, and it was important to think about succession planning for the leadership roles on the Board.</p> <p>At this point Graham's appointment was endorsed with a unanimous vote, and thanks to Graham for his willingness to continue in the role for a further year which was very much appreciated by everyone.</p> <p>ACTION: Governance Manager to inform the LA of the outcome of the election.</p>
6.	<p>Election of Vice Chair to the Governing Body for the forthcoming year</p> <p>The Chair called for nominations or self nominations for the position of Vice Chair for the forthcoming year. Graham said that he would like to nominate Dom Lacovara to the role. This was seconded and Dom confirmed that he was willing to accept the nomination. There were no further nominations. The Governing Board then voted and gave unanimous endorsement to Dom's appointment as Vice Chair, with thanks for his willingness to stand and take on the role for the first time.</p> <p>ACTION: Governance Manager to inform the LA of Dom Lacovara's appointment as Vice Chair</p>
7.	<p>Review of Committee structure and membership</p> <ul style="list-style-type: none"> • <i>Governors to agree if they wish to maintain the committee structure.</i> It was agreed that the Committee structure worked well and allowed the Board to cover all business in a focused and efficient manner. The two main committees would therefore remain for a further year: The Resources Committee and The School Improvement Committee. Terms of reference will be reviewed and agreed at the first meeting of each committee and brought back to the next meeting of the Governing Board for formal ratification. Des Ogg asked governors to note that the Terms of Reference for the Resources Committee need to reflect the expenditure authorisation limits set out in the Finance Policy and Procedures. • <i>To agree membership of the main committees.</i> Membership was agreed as follows: <ul style="list-style-type: none"> Resources Committee: Des Ogg Johnny Tang Nigel Collins Alan Tigg Graham Cluer Susan Papas Jo Read School Improvement Committee: Nigel Collins Hilary Smith Moses Bukenya Tony Pearson

	<p>Lynsey Barnet Sarah Faulding Graham Cluer Susan Papas Jo Read</p> <ul style="list-style-type: none"> • To agree membership of the Headteacher Performance Management Committee Membership was agreed as follows: Graham Cluer Des Ogg Alan Tigg • To agree membership of the ad hoc committees: Pupil Disciplinary committee Staff Disciplinary committee Staff Disciplinary appeal Complaints committee <p>It was agreed that all governors would be potentially available and asked for availability according to whether their membership would be appropriate for a particular committee, as and when convening is necessary.</p>
8.	<p>To review and adopt the Standing Orders for the coming year Governors were in receipt of Standing Orders for the working of the Governing Board which had been based on the LA model and tailored to suit the particular requirements of the Federation. These were agreed unanimously.</p>
9.	<p>Appointment of Governor Focus Roles Appointments and allocations of roles were agreed as follows:</p> <ul style="list-style-type: none"> ➤ Achievement: - To be covered by the School Improvement Committee ➤ Teaching: - To be covered by the School Improvement Committee ➤ Behaviour and Safety: - To be covered by the School Improvement Committee ➤ Quality of Leadership & Management: To be covered by the School Improvement Committee & HT Performance Committee ➤ Effectiveness of Early Years: - To be covered by the School Improvement Committee & Des Ogg ➤ Spiritual, Moral, Social & Cultural: To be covered by the School Improvement Committee and Nigel Collins ➤ SEN: Tony Pearson ➤ Pupil Premium: To be covered by the School Improvement Committee & Hilary Smith

	<ul style="list-style-type: none"> ➤ Finance: - To be covered by Resources Committee ➤ Safeguarding: - Graham Cluer ➤ E-safety: - Dom Lacovara ➤ Looked After children: Nigel Collins with support from Moses Bukenya ➤ Health and Safety: Alan Tigg with support from Moses Bukenya ➤ Overview of the schools' websites: To be covered by the School Improvement Committee ➤ Data Protection legislation and implications for the school/GB: Resources Committee and Johnny Tang ➤ Link governor with the LA: - Des Ogg
10.	<p>To Formally Approve and Sign the Governing Board Code of Conduct</p> <p>Governors formally approved the Governing Board Code of Conduct which had been circulated in advance and all governors present signed the Code.</p>
11.	<p>Minutes of the Previous meeting held on 12th July 2017 :</p> <p>The Part A and Part B minutes of the previous meeting were agreed as a true and accurate account of proceedings and were duly signed and dated by the Chair and passed to the Executive headteacher to be held on file in school.</p>
12.	<p>Matters Arising from the Previous minutes and update on all action points not on the current agenda:</p> <ul style="list-style-type: none"> • <i>Update on application to the DfE regarding MAT status</i> There was still no update to report. Efforts to speak to the DfE representative had been made but as yet there had been no further communication. The Executive Headteacher said that she would continue to pursue the issue with the DfE. • <i>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.</i> This will be an agenda item at the meeting on 8th November 2017. • <i>Governors to reserve the date of 5th October in their diaries. School to issue invitations to all guests nearer the date.</i> The Executive Headteacher reported that the Mayor Of Croydon was now unable to attend on 5th October as guest of honour for the opening of the new Hilary Smith building. It was hoped that another VIP will be able to fill the role. The Chair said that he had invited John Phillipson, Chair of St John's Primary School, to address the Governing board on what is required to become an Outstanding Governing Board. The Chair also suggested that part of the day in school should include an opportunity to explore the School Development Plans in depth, and establish how best to monitor outcomes. This will also include a 'pub quiz ' for governors on the contents of the plans.

	<p>ACTION: Programme for the day to be finalised by the Chair and Executive Headteacher and circulated to governors.</p> <p>Governors to ensure that they prepare for the day by reading the School Development Plans with care.</p> <p><i>Attendance Action Plan to be a key agenda item at the next meeting of the SIP Committee</i> This will be a key agenda item at the meeting on 8th November 2017.</p> <p>Asset Register: The Chair said that this will be an agenda item at the next meeting of the Resources committee on 16th October.</p> <p>Meeting Schedule: Governors were reminded that there had been some changes to dates in the summer term. <i>NB finalised dates included at the end of the minutes</i></p>
<p>13</p>	<p>Headteacher's Report Governors were in receipt of the Headteacher's Report and questions were invited:</p> <p>Staffing: Q. Were Exit interviews undertaken with staff who left at the end of the summer term? A. Yes. The results have not yet been collated.</p> <p>Q: Was there any insurance cover to meet the costs of the long term sickness of the caretaker at Selsdon? A: No, the Federation does not take out insurance for staff as it tends not to be cost effective overall.</p> <p>Nurture Room: Q: Is there any update on whether Heavers Farm will have a nurture room provided by the LA? A: At this stage there is still a lack of clarity. It is possible that the school will receive a modular unit which will be situated by the Nursery and will provide space for a nurture room.</p> <p>Sale of Caretakers House: The Executive Headteacher reported that the house had been vacated and decorated over the summer. The house will now be placed on the market for sale via the agents Paul Meakin..</p> <p>Pupil Numbers: The Executive Headteacher explained that the schools were still taking in pupils so the autumn term figures for pupil numbers at both schools will be reported and discussed at the Resources committee on 16th October. At this stage there are 66 pupils in Reception at Selsdon, meaning that there are two classes with 33 children in each. If numbers rise further it will be necessary to open a third class. At Heavers Farm 107 children have started and a further 10 are expected. Overall there are still a large number of vacancies across the schools.</p>
<p>14.</p>	<p>School Development Plans 2017/2018: Update on progress with formulation of the Plans Governors were in receipt of the School Development Plans for both schools. It was noted that key</p>

	<p>objectives remain to improve on systems for Good/Outstanding teaching Pupil attendance Keeping children safe Filling pupil vacancies</p> <p>It was noted that that discussion of the School Development Plans will form a key part of the Governors' Day in School on 5th October.</p> <p>Q. Page 16. Why are the costs for sports coaching significantly higher at Heavers Farm than Selsdon? A: This is because there are far more classes at Heavers Farm. A senior sports coach who also does the planning across both schools is based at Heavers Farm.</p> <p>Q: What are the plans in place to address the Ofsted Action Points? A: The Executive Headteacher said that the Ofsted Action Point to develop tracking across other foundations subjects as well as the core subjects presented a conundrum. On the one hand the DfE and Ofsted are urging schools to cut teacher workload, yet the target to implement tracking systems in other subjects inevitably involves increasing teaching workload. The Executive Headteacher said that she was doing a lot of research to try and identify how to tackle this point and was working collectively with teachers and asking other Headteachers for their views. This will be a further area for discussion at future meetings of the School Improvement Committee.</p> <p>The issue of identifying local risks is an on-going task and forms part of the safeguarding audit.</p> <p>At the conclusion to discussion the Governing board formally approved the School Development Plans 2017/2018.</p>
<p>15.</p>	<p>Proposals for the residential School Journeys 2018</p> <p>The Executive Headteacher proposed that both schools Year 6 journeys take place at Kingswood Activity Centre. The costs had already been approved within the budget plan. Governors formally ratified the proposal.</p>
<p>16</p>	<p>Skills audit.</p> <p><i>16.1 Financial Skills Audit: Report back from Des Ogg</i></p> <p>Des Ogg reported that all governors except one had returned their completed financial skills audit. The collated results identified that the weakest area across the Board was Strategic planning. Overall the Board has a clear understanding of financial management and the Board is strong in understanding how the schools work to achieve objectives and how governors provide appropriate support as critical friends.</p> <p>In order to meet needs and self development particularly in regard to financial awareness Des urged governors to take up training opportunities provided by Octavo.</p>

	<p>16.2 Governors to complete the general skills audit</p> <p>Governors were reminded to forward their completed general skills audit to the Governance Manager for collation.</p>
17.	<p>Chair's Items: Report on any correspondence, Chair's actions etc</p> <p>None</p>
18.	<p>Governors' Training</p> <p>Alan Tigg reported that he had attended Prevent training.</p> <p>Hilary Smith reported that she had booked to attend training on the new data system replacing RAISE, ASP - Analyse School Performance.</p> <p>Dom Lacovara reported that he would be booking on leadership training</p> <p>Graham Cluer reminded governors that as Chair he attends the termly Chairs briefings and said that as two schools within the federation another governor could also attend if interested and available.</p> <p>Graham Cluer said that he would be attending the Octavo conference in October</p>
19.	<p>Confidential Items</p> <p>There was one staffing item of a confidential nature recorded under Part B.</p>
20	<p>Any other urgent business</p> <p>The Executive Headteacher reported that as part of the planning conditions the Federation has to sign a community use agreement with Croydon Council for the MUGA. This presents no conflict with the Lettings Policy.</p> <p>The Governing Board thanked the Executive Headteacher for the information and recognised and approved the signing of the conditions agreement.</p>
21	<p>Consideration of Impact of the meeting on the outcomes for children at Heavers Farm and Selsdon</p> <p>The Governing Board considered that the meeting had</p> <ul style="list-style-type: none"> • made the appointment of Johnny Tang which will strengthen the Board. • set up sound structures for the year ahead which enables business to be conducted efficiently and robustly • provided a framework for governors to analyse and monitor the School Development Plans during the course of the year.

Federation of Heavers Farm and Selsdon Primary Schools
Governing Board Schedule of Meetings 2017 – 2018

Autumn Term 2017	
Wednesday 13th September 6.15pm	Full Governing Board meeting At Heavers Farm

Thursday 5th October 2017 8am	Governors' Day in School and official opening of the Hilary Smith building
Monday 16th October 6.15pm	Resources Committee At Heavers Farm
Wednesday 8th November 6.15pm	School Improvement Committee At Heavers Farm
Tuesday 5th December 6.15pm	Full Governing Board At Heavers Farm
Spring Term 2018	
Tuesday 27th Feb 6.15pm	School Improvement Committee At Selsdon
Monday 12th March 6.15pm	Resources Committee At Selsdon
Wednesday 28th March 6.15pm	Full Governing Board At Selsdon
Wednesday 25th April 6.15pm	Budget Ratification Governing Board meeting at Selsdon
Summer Term 2018	
Wednesday 9th May 6.15pm	School Improvement Committee At Heavers Farm
Wednesday 6th June 6.15pm	Resources Committee At Heavers Farm
Wednesday 11th July 6.15pm	Full Governing Board At Heavers Farm

There being no further business, the meeting was closed at 8.10pm with thanks to everyone for their attendance and participation.

Signed.....Chair of the Governing Board

Date.....