

MEETING OF THE FULL GOVERNING BOARD
OF THE FEDERATION OF HEAVERS FARM PRIMARY SCHOOL AND SELSDON PRIMARY SCHOOL
HELD ON WEDNESDAY 28TH MARCH 2018 AT 6.15PM AT SELSDON
Preceded by a bespoke training session on Analyse School Performance (ASP)

Present

Lynsey Barnett	Staff Governor
Moses Bukenya	Parent Governor
Nigel Collins	Co-opted Governor
Graham Cluer	Partnership Governor, Chair
Sarah Faulding	Co-opted Governor
Tanya Denis	LA Governor
Dom Lacovara	Parent Governor
Des Ogg	Partnership Governor
Susan Papas	Executive Head teacher
Jo Read	Associate Member
Hilary Smith	Associate Member
Johnny Tang	Co-opted Governor
Alan Tigg	Co-opted Governor
Robert Ward	Co-opted Governor

Also In Attendance

Liz Parry	Governance Manager
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Absent

Tony Pearson	Co-opted Governor
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1. Welcome & Apologies for Absence,

The Chair opened the meeting and welcomed everyone. Apologies for absence had been received from Tony Pearson which were accepted by the Governing Board.

2. Declaration of Pecuniary Interests in the Current agenda

Governors were asked if they had any known pecuniary or personal interests in the current agenda and none were declared.

3. Quorum

It was confirmed that the current meeting was quorate.

4. Update on Membership

To note that the Instrument of Governance allows for the appointment of 13 governors as follows:

2 Parent governors

The Executive Headteacher

	<p>1 Staff Governor 1 Local Authority Governor 2 Partnership Governors 6 Co-opted Governors</p> <ul style="list-style-type: none"> To receive a nomination for Hilary Smith to become an Associate Member and Robert Ward to be co-opted into the vacated Co-opted Governor position <p>The Chair proposed that Robert Ward takes on the role of Co-opted Governor and Hilary Smith resumes a role of Associate Member. This was fully endorsed and agreed unanimously by the Governing Board.</p> <p>ACTION: Governance Manager to update records and inform the LA.</p> <ul style="list-style-type: none"> To note that a number of governors' terms of office come to an end this year, and to discuss succession planning: Lynsey Barnet: 31.08.18 Moses Bukenya: 12.10.18 Graham Cluer: 31.08.18 Nigel Collins: 21.10.18 Sarah Faulding: 21.10.18 Des Ogg: 31.08.18 <p>All terms of office were noted. The Chair reminded the Governing Board that in the case of the staff who were governors, it had been agreed that there should be representation from both schools; when Lynsey's term of office ends there will need for a staff governor election across the Federation and should the winning candidate be a Selsdon member of staff, it will be important that at the end of Sarah's term of office a further co-option is made from Heavers Farm. Or vice versa depending on the outcome of the staff election.</p> <p>Graham confirmed that he wished to stand for a further term of office if the Governing Board was minded to support his re-appointment. This was agreed unanimously, and confirmed that Graham will serve a further four year term of office as a partnership governor beginning on 1st September 2018.</p> <p>Des Ogg said that he wished to remind the Governing Board of his intention to retire and that he would therefore not be standing for a further term of office.</p> <p>ACTION: Nigel Collins' impending end of office as a Co-opted Governor to be an agenda item at the summer term meeting.</p>
5.	<p>Minutes of the previous meeting held on 5th December 2017</p> <p>The 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>
6.	<p>Matters Arising from the previous minutes, not covered on the current agenda</p>

	It was noted that all matters arising were covered on the agenda.
7.	Committee Items:
7.1	<p>School Improvement Committee: To note that the Meeting scheduled for 27th February 2018 was postponed due to adverse weather conditions.</p> <p>It was agreed that a group of governors will meet after Easter to review the Spring term data, in lieu of the meeting which had to be cancelled .</p>
7.2	<p>Resources Committee: Meeting Held on 12th March 2018</p> <p>Governors were in receipt of the minutes of the meeting, and the Chair, Des Ogg, took governors through key items:</p> <ul style="list-style-type: none"> • Asset register/write offs. Des confirmed that he had been presented with the updated register and forms, and he had subsequently undertaken a review and reconciliation. There was significant improvement on the recording of assets and write offs, but there were a number of actions which were still required, including presentation of a write off certificates. Des confirmed that he will be following this up with Les Persaud. ACTION: Update at the next meeting of the Resources Committee. • ratification of Q3 for both schools The Committee had been through the Q3 reports in detail and these were now recommended to the Governing Board for ratification. This was agreed unanimously. • ratification of virements for both schools The virements were included within the Q3 reports and these were therefore also formally ratified by the Governing Board. • ratification of SFVS reports for both schools The School Financial Value Standards completed reports for both schools had been circulated prior to the meeting and were formally ratified by the Governing Board. • Update on planning for deficit recovery at Heavers Farm The Executive Headteacher reported that she and the Deputy Executive Headteacher had met with Shelley Davies, LA Head of School Improvement, and Orlagh Guarnori, Head of Finance, to discuss deficit recovery plans for Heavers Farm. The reports provided by Des and Johnny had been very helpful in demonstrating the reasonable and realistic planning process which the school and Governing Board/Resources Committee have been exploring in order to recover the deficit by the end of the forthcoming financial year. The school had also discussed the income generation plans which will be put in place (eg renting of the carpark on Crystal Palace home match days, and further letting of the MUGA). • Catering Contract: It was noted that there is a problem at Selsdon as some essential equipment (oven and

mixer) has broken and is in need of urgent replacement. Harrisons had offered to replace the equipment providing the Federation agreed to enter into a further three year contract. However, Des had explored the requirements of the tendering process and confirmed that the Federation could not accept a further extension on the contract without going out to tender. Therefore at the current time the school was still without essential equipment. Shelley updated governors that Harrisons staff would no longer be in agreement to come in early through good will after Easter in order to ensure that meals are delivered on time.

Following discussion it was agreed that the school will need to speak to Harrisons, noting that under the terms of the contract Harrisons are obligated to provide meals. The school may need to pay for additional hours whilst it is without equipment. The Governing Board also requested that the school goes ahead and gets quotes for replacement of the equipment and brings back recommendations to the governors for authorisation as soon as possible. Des Ogg will act as lead contact.

ACTION: Governors to be informed of update on efforts to move forward with kitchen equipment replacement, and arrangements for school meal provision to continue in the meantime. Update on plans for re-tendering of the catering contract to be an agenda item at the next meeting.

- **Health and Safety governor visits.** It was agreed that Alan Tigg will liaise with Scott Greenbrook asking him to provide three suggested dates, copying in the Chair and Executive Headteacher, with a view to agreeing mutually convenient dates as soon as possible. Update on outcome of visits to be reported at the next meeting of the Resources Committee. During the visits Alan will ensure that he looks at the accident books in both schools as part of his remit.

ACTION: Health and safety visits to be an agenda item at the next meeting of the Resources Committee.

8. Headteacher's Report

The Executive Headteacher had taken on board governors' comments about the format for the Headteacher's Report and the current report included both statistical information, which will be regularly reported, as well as commentary. Governors agreed this was a good balance.

Staff sickness: The Executive Headteacher said that she recognised that at Heavers Farm in particular the level of staff sickness was huge. The Federation was following Sickness Procedures with the support of HR and was therefore hoping that this will lead to a cultural change. The costs associated with the level of sickness were almost synonymous with the level of deficit.

Q: Are there any particular patterns associated with the staff sickness?

A: There is no identifiable pattern.

Staff employment:

Q: Are the Union representatives who have been employed by the school actually carrying out a teaching role in the Federation?

A: No, the two people concerned are employed for 3/4 of a day each, and released to carry out Union work. The money is claimed back from the Union. Graham explained that he was very grateful to the school for enabling this.

Sale of Caretaker's House:

The Executive Headteacher said that she was hopeful that the sale was now nearing completion. As reported at the Resources Committee the offer price had been slightly reduced but the sale still represented a good price in the current market. The Governing Board formally approved the reduced price and thanked the delegated representatives who were involved in taking forward the arrangements.

Pupil Exclusions:

It was noted that the Data Summary Packs circulated in February included a summary of the reasons for exclusions.

Q: Why are there so many exclusions at Heavers Farm? The numbers seem worryingly high.

A: The bigger picture is that there are a significant minority of children with social and emotional needs, and at present there is very little resourcing available to support these children. The school only makes exclusions as a last resort when an incident has resulted in danger to a child(ren) and/or members of staff. The numbers of exclusions are 8 times higher at Heavers Farm than at Selsdon and this is a reflection of the issues.

Q: Are there more problems overall at Heavers Farm, or do staff at Heavers Farm have more zero tolerance for behaviour issues?

A: There are overall more problems at Heavers Farm, although Selsdon does also have some pupils with social and emotional difficulties who take up a significant amount of time and staff concern.

Q: As a governor when making visits to the schools neither appear to have significant problems because the atmosphere is always calm.

A: Yes, this is the case, because there is a strong behaviour policy in place, which is being adhered to, and the majority of teaching and learning can take place in a calm and pleasant environment. However, there are incidents of very challenging behaviours which the schools are responding to. There are firm expectations for behaviour in place, securely established at Heavers Farm, and improving at Selsdon.

The Executive Headteacher explained how as a leadership team she and her staff take measures to respond to situations, try out different strategies, trying to support children whilst also protecting them and other children from danger. The Federation is very much aware of the impact of deprivation and social inequalities and the context with current local issues such as gang membership and violent crime. The Federation is very vigilant and working to try and support children in danger of being recruited to gangs and becoming disengaged with school.

Q: Has the Federation had reason to refer to the Prevent team?

A: Yes. Recently there have been concerns about the kinds of messages apparently coming from a local church and this has been referred to the Prevent team.

Q: What about local authority support? Are there any developments with the Fair Access Panel and offers of specialist provision to support children with particular difficulties?

A: Jo explained that she is continuing as Chair of the Fair Access panel for the present time, with the hope and expectation that the LA will be providing a staged approach to be more supportive at earlier stages. Bramley Bank is due to open more provision after Easter and school will be able to apply for support and places.

Safeguarding

Governors noted the data about referrals and Safeguarding concerns. Lyndsey said that she has been ensuring that there is a high level of vigilance at Selsdon with regard to any concerns, and she has logged 190 Safeguarding concerns.

Q: Is this a particularly high number?

A: Yes, but the school is logging everything, in order to have relevant information if a picture begins to build up about concerns for a particular child.

Lyndsey explained that sometimes she receives information from staff which on the face of it does not seem particularly concerning, but if it is then seen in the context of other bits of information, it can be of significance.

Q: Is Heavers Farm as vigilant as Selsdon?

A: Sarah explained that Safeguarding has very high priority and in the light of the current discussion she will have further conversations with Lyndsey and Susan and review if there needs to be any change in procedures/raising awareness of staff.

Parent bans:

The Executive Headteacher alerted governors to the fact that there were a number of warnings and bans in place for parents at Heavers Farm. At the current time three parents were banned from the premises.

Complaints:

As in previous reports the Executive Headteacher had itemised in detail the nature of the complaints the schools were dealing with on a regular basis, so that governors had full awareness. It was known that some parents had reported complaints to Ofsted and this in turn had been referred to the LA. A meeting has been set up for Steve Hall, Quality Assurance Manager (LADO), and Shelley Davies, to come in and talk through the issues.

Pupil Numbers:

The number of applications for next year's intake will be confirmed after Easter. The Executive Headteacher said that there was awareness that the currently the birth rate is falling and that the demand for places is reducing borough wide.

The Federation continues to work hard on school improvement, and marketing and raising awareness of what the Federation has to offer. The Federation has taken out full page adverts in the Croydon Advertiser and had a campaign of ads on buses.

The Federation is about to renew banners for hanging outside the schools.

	<p>Q: What were the costs of these campaigns? A: The bus campaign cost in the region of £7,000. The newspaper advertisements did not have a cost because Attie Copeman-Papas provided editorial content for the newspaper as a quid pro quo. The banners cost a few hundred pounds.</p> <p>At the conclusion to discussion the Chair thanked the Executive Headteacher for her full and thorough report.</p>
9.	<p>Governor Link Roles; Reports following monitoring visits into the schools since the previous meeting.</p> <p>Since the last meeting Des and Johnny had met with the Executive headteacher and undertaken a thorough report on planning for deficit recovery. Alan Tigg was in the process of arranging Health and Safety Visits.</p> <p>The Chair recommended that governors should aim to come into school(s) during the summer term and meet with their respective lead practitioners, relating to their area of monitoring. There will be agenda items at the next round of committee meetings to discuss progress.</p> <p>ACTION: Link governor visits to be arranged. Agenda items at the forthcoming committee meetings.</p>
10.	<p>Policy Review:</p> <p>To formally approve the following policies recommended to the Governing Board by the Resources Committee:</p> <p>To approve the following policies:</p> <ul style="list-style-type: none"> - Pay Policy update -based on the Croydon model policy - Sex and Relationships Education Policy - There had been no major updates since the last review. - Behaviour Policy - Anti-Bullying Policy- A query was raised about whether the language used in the child-friendly section could be fully understood by all children. The Executive Headteacher explained the rationale for having this section of the policy, so that all children could have an understanding of what bullying means in different forms, and also reassured governors that staff talk through the policy with the children and ensure that it is fully understood. Governors were encouraged to send any further suggestions on this section to the Executive Headteacher. - Assessment Policy - No change since the previous review - Drop Off and Collection Policy - This is a new policy and has been drawn up with the advice of the legal team which supports the Federation. This policy is in response to the specific issues the

15	<p>Governors' Training</p> <p>All governors present had attended training prior to the meeting led by Joyce Lydford on Analyse School Performance (ASP)</p> <p>Graham Cluer reported that he had attended training on GDPR and Safeguarding</p> <p>Robert Ward had attended Induction Training for new governors, Safeguarding training, Safer recruitment training.</p> <p>Tanya Dennis had attended Induction training for new governors and GDPR training</p> <p>Johnny Tang had attended GDPR training and Project Management training</p> <p>Dom Lacovara had attended Project Management training</p> <p>Moses Bukenya had attended Business Set Up training</p> <p>Alan Tigg had attended GDPR training</p> <p>Lynsey Barnett had attended Child Protection training</p> <p>Sarah Faulding had attended Safeguarding Training and Firewarden training</p>
16	<p>DfE and Ofsted Items for Governors' Information:</p> <p>Bold Beginnings:</p> <p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/663560/28933_Ofsted_-_Early_Years_Curriculum_Report_-_Accessible.pdf</p> <p>Safeguarding, advice on searching pupils:</p> <p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf</p> <p>Schools causing concern</p> <p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/680559/Schools_causing_concern_guidance_-_February_2018.pdf</p> <p>These reports were noted. With regard to the document on advice for searching pupils a governor asked if the Federation has considered the issues raised and whether it has a list of potential items which would be confiscated . The Executive Headteacher said that she will look into this issue and report back at the next meeting.</p>
17.	<p>Confidential Items</p> <p>There was one item of a confidential nature recorded under Part B.</p>
18.	<p>Consideration of Impact of the meeting on the outcomes for children at Heavers Farm and Selsdon</p> <p>The Governing Board considered that a primary focus of the current meeting had been Safeguarding, keeping children safe, and making the best possible arrangements, going above and beyond to try and ensure that all children thrive and fulfill their potential, and receive the specific support they need.</p>

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

Spring Term 2018	
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 8.35pm with thanks to everyone for their attendance and participation.

Signed.....Chair of the Governing Board

Date.....