

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
OF THE FEDERATION OF HEAVERS FARM PRIMARY SCHOOL AND SELSDON PRIMARY SCHOOL
HELD ON TUESDAY 5TH DECEMBER 2017 AT 6.15PM AT HEAVERS FARM PRIMARY SCHOOL**

Present

Moses Bukenya	Parent Governor (present from 6.30pm)
Nigel Collins	Co-opted Governor
Graham Cluer	Partnership Governor, Chair
Sarah Faulding	Co-opted Governor
Tanya Denis	LA Governor
Dom Lacovara	Parent Governor (present from 6.30pm)
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 (present from 7.00pm)

Also In Attendance

Liz Parry	Governance Manager
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Absent

Lynsey Barnett	Staff Governor
Robert Ward	Associate Member

1.	<p>Welcome & Apologies for Absence</p> <p>The Chair opened the meeting at 6.15pm and welcomed everyone. A particular welcome was given to Tanya Dennis, prospective LA Appointed Governor, and introductions were made. Apologies for absence had been received from Lynsey Barnett due to illness and from Robert Ward, due to a conflicting commitment and both apologies were accepted. Moses Bukenya, Dom Lacovara and Alan Tigg apologised on arrival due to lateness.</p>
2.	<p>Declaration of Pecuniary Interests in the Current agenda <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 agenda and none were declared.</p> <ul style="list-style-type: none"> • <i>To note that the completed register of interests has been published on the school websites in compliance with requirements</i> <p>Noted.</p>
3.	<p>Quorum</p> <p>It was confirmed that the current meeting was quorate.</p>

<p>4.</p>	<p>Update on Membership and Nomination for Appointment of Tanya Dennis to the vacant position of LA Governor and Robert Ward as Co-opted Governor.</p> <p>To note that the Instrument of Governance allows for the appointment of 13 governors as follows:</p> <p>2 Parent governors The Executive Headteacher 1 Staff Governor 1 Local Authority Governor 2 Partnership Governors 6 Co-opted Governors</p> <p>The Chair explained that Tanya Dennis had been put forward by the LA as a prospective governor, and Tanya had subsequently visited the school and met with the Executive Headteacher and briefly with the Deputy Executive Headteacher. Tanya explained that she was a mother of three children who currently worked at a local Citizens Advice Bureau and she had been interested in the role of governor for some time, as she has a strong interest in education and in particular in ensuring that every child's needs are addressed.. The Governing Board formally ratified Tanya's appointment to the vacant role of Local Authority Governor, with grateful thanks to Tanya for her interest and commitment to the Federation.</p> <p>The Chair explained that Robert Ward has also expressed an interest in becoming a member of the Governing Board, and he too had met with the Executive Headteacher and already attended the School Improvement Committee. At the current time there were no other governor vacancies so the Chair recommended that Robert is appointed as an Associate Member pending appointment as a governor when a vacancy occurs. This was agreed unanimously with grateful thanks to Robert for his interest and commitment to the Federation.</p> <p>ACTION: Governance Manager to update the Local Authority on the appointments of Tanya and Robert.</p>
<p>5.</p>	<p>Minutes of the Previous Meetings held on 13th September 2017 and 5th October 2017: <i>Checking of Accuracy and Signing by the Chair</i></p> <p>The minutes of both previous meetings were agreed as true and accurate accounts 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>
<p>6.</p>	<p>Matters arising from the Previous minutes:</p> <ul style="list-style-type: none"> ➤ Application for MAT status: The Executive Headteacher reported that there had been no update from the DfE. There now appeared to be a change of emphasis within the DfE and the advice received to date was that a federation of two schools would not be considered for conversion to MAT status; there would need to be more schools for this to be considered by the DfE. Governors therefore agreed that for the time being the issue would

	<p>be taken off the agenda.</p> <p>ACTION: Executive Headteacher to contact Stephen Smith, the consultant who the school would have employed if going forwards with conversion to MAT status, to inform him that the Federation was no longer considering conversion to academy status at the current time.</p> <p>➤ Nurture Room: The Executive Headteacher reported that she had received confirmation that the provision of a nurture room is going ahead. At this stage she has not seen any specification details. Governors agreed that the provision of an additional space for nurture provision at Heavers Farm will be a very positive addition.</p> <p>➤ Sale of Caretaker's House: The Executive Headteacher reported that a suitable offer on the house had been made and this had been accepted. The Executive Headteacher said that she had informed the relevant contact at the LA, Steve Wingrave, of the Governing Board's decision to accept, and that he had acknowledged that this was a good offer. It was agreed that the Chair and Des Ogg will continue to act as the governors' delegated representatives should there be any further decisions/signing etc required in advance of the next meeting.</p>
7.	<p>Review and ratification of Pupil Premium Impact Statement and Sports Funding Impact Statement for both schools.</p> <p>It was noted that both Impact Statements were uploaded on the Federation Websites. It was agreed that both will be agenda items at the next meeting of the Resources Committee where there will be further discussion and interrogation of the data. Governors noted that this year the Sports Funding grant had increased (to £21,880 at Heavers Farm and £20,920 at Selsdon)</p> <p>ACTION: Executive Headteacher to circulate the PP Impact Statement and Sports Funding Impact Statement. Review and discussion of both Statements to be an agenda item at the next meeting of the Resources Committee.</p>
8.	<p>Safeguarding Update, including completion of the annual safeguarding audits for both schools</p> <p>Graham Cluer reported that in his capacity as Safeguarding governor he had completed training in the last year and been in to visit Lynsey at Selsdon this term, and would be arranging to visit Sarah Faulding at Heavers Farm before the end of term. Graham had also checked the Single Central Record for both schools. Graham said that going forwards he hoped it would be possible for governors to receive a regular report on the numbers of child protection referrals each term and an overview on the nature of the issues the schools were dealing with.</p> <p>The Executive Headteacher confirmed that the annual LA Safeguarding Audit for both schools had been completed and had been circulated to the Governing Board in advance of the current meeting.</p> <p>It was noted that the questions are very similar to those asked last year.</p> <p>Q: Further to the action point from Ofsted that there needed to be greater awareness of local risk, how is this reflected in the Safeguarding Audit?</p> <p>A: The Executive Headteacher explained that the schools have ensured that the Safeguarding</p>

Policies have been fully updated to reflect the schools' awareness of local risks and the work they are doing to mitigate the risks. It was noted that during the time of the Ofsted inspection the criticism was not that the school was not responding to local risks, but that they were not noted in the policies, and therefore governors were not aware. As governors were aware the key local risks are recruitment to gang culture and teenage pregnancy. The schools both do a lot of work in having age appropriate discussions and topic lesson in PHSE and assemblies. The schools offer after school clubs and at Heavers Farm have set up a 'youth club' for the older pupils particularly at risk, and a lot of parental engagement work is done too.

Q: On the sections marked in amber on the audit is this because of a lack of training?

A: Yes, systems are in place but some staff have only just stepped into key safeguarding lead roles so are due to undertake lead training at the earliest opportunity.

The Governing Board thanked the Executive Headteacher for the updates and formally approved the safeguarding audits which will be submitted to the LA by 15th December.

9. Committee Items:

9.1 Resources Committee: Meeting Held on 16th October 2017

➤ **Ratification of the reviewed Terms of Reference**

The Governing Board was in receipt of reviewed Terms of Reference for the Resources Committee and these were **formally ratified** with unanimous agreement.

9.2

➤ **Finance Matters:**

(1) To consider Q2 Statement of Income & Expenditure for Heavers Farm.

The Governing Board was in receipt of a detailed report from Des Ogg which followed a very detailed analysis of the Q2 Statement of Income and Expenditure for Q2 at Heavers Farm which had not been available at the time of the Resources Committee. Johnny Tang also confirmed that he had analysed the Q2 and was in agreement with the analysis presented by Des. Governors recognised that the projected end of year figure was very low, with the possibility that the school may end the year in a slight deficit position, but were confident that all elements were understood and being managed.

Des said that he would like to formally recommend that Q1 and Q2 for both schools were formally approved by the Governing Board, noting that Q1 and Q2 for Selsdon had also been reviewed and discussed by the Resources Committee.

The Governing Board formally ratified Q1 and Q2 for both schools.

(2) To receive a report from the Executive Headteacher assessing possible ways to make cost savings.

Discussion of this item took place under item 10, Headteacher's Report.

(3) Review of Asset Register. Des Ogg reported that he had undertaken two days of visits to review the Asset Register and the systems in place. Des said that he had been able to check that equipment was appropriately registered and that records were accurate so he was happy to confirm that systems were set up and working. Further sessions are planned

to follow up with further development of the systems. The Write Off register will be reviewed at the next meeting of the Resources Committee and any recommendations for write off brought to the subsequent meeting of the Governing Board.

ACTION: Des Ogg to maintain a watching brief on the Asset Register/processes. Write Off register to be reviewed at the next meeting of the Resources Committee.

➤ **Headteacher Performance Management**

The Chair said that this will be finalized on 14th December.

School Improvement Committee: Meeting Held on 8th November 2017

➤ **Ratification of the reviewed Terms of Reference**

The Governing Board was in receipt of reviewed Terms of Reference for the School Improvement Committee and these were **formally ratified** with unanimous agreement.

➤ **Update on Governor meeting with the SENCOs**

Tony Pearson said that he had not been able to arrange meetings with the SENCOs this term, but would be meeting with both at each school early in the Spring Term. Tony said that following these meetings he will compile a report to the SIC committee on 27th February.

The Executive Headteacher reported that the Heavers Farm SENCO has carried out a review of all the support for SEND children who have a one to one Teaching Assistant and how they were impacting on pupils' progress. As a result of this review, after carrying out 9 reviews, the team is going to carry out training for the SEN Teaching Assistants. This was because the SENCO and team have identified key areas of provision that needed improvement. Teachers are also reflecting on the quality of input that the SEND children are receiving, how much teacher time they get etc.

It was noted that at the SIC meeting the Committee had identified the following key priorities:

- *Looking at outcomes for particular groups, which may be in danger of underachieving:*
 - SEND
 - Black Caribbean children
 - More able/higher attaining children.
- *Improvements in Maths at both schools*
- *Improvements in Reading at both schools particularly for more able children*

The Executive and Deputy Executive Headteacher confirmed that they had been ensuring that all these areas were topics of awareness during planning meetings and pupil progress meetings. To support this the SLT had drawn up a new proforma for use in pupil progress meetings and teachers are asked to look at all the specific groups and areas identified as particular areas where there needs to be whole Federation awareness.

The Executive Headteacher said that this was a good way of helping teachers to reflect on practice and ensure that every child's progress is being assessed and supported appropriately.

The Deputy Executive headteacher said that she and the Executive Headteacher had had

very useful conversations with the teachers concerning progress data. In some cases it had now been picked up that teachers were not always accurately recording progress though progress was clearly evident from an analysis of books.

- **Governors' knowledge of non-core curriculum subjects:**

The Committee had discussed the onus on all Governing Boards to ensure that they had a thorough knowledge of how the school(s) under their jurisdiction are delivering a broad and balanced curriculum and ensuring that standards are high in non core subjects. Governors noted that the last Ofsted recommendation had included an action point to develop appropriate ways of measuring and reporting on children's progress and attainment in non core subjects. The Executive Headteacher had confirmed that the Federation was working on this to further improve assessment in a meaningful way without impacting unduly on teacher workload.

The Chair reminded governors that the advice of Ofsted is for governors to ensure that they visit the schools and see how the schools deliver different subjects. It was agreed that in order for governors to have a sense of how the schools' develop the curriculum for different year groups it would be good for governors to see how different year group teachers are delivering a subject. Whilst governors are not professionals and will not be making visits to make value judgements, their visits should inform them about the wider curriculum and how the lesson delivery becomes more complex higher up the school, and they will be able to observe the engagement and enthusiasm of the children. The Executive Headteacher said that she could arrange for members of the senior leadership team to accompany governors for curriculum visits.

The Chair asked that governors give consideration to which subjects they would be interested in observing and to let him know.

Graham Cluer and Johnny Tang both indicated an interest in Science.

Dom Lacovara indicated an interest in Music.

ACTION: Governors to consider which subjects within the wider curriculum they would like to observe during visits to the schools. Update at the next meeting.

- **Exit Interviews:**

Nigel Collins reported that most leavers had provided feedback when they left the Federation at the end of the summer term. All had been given the opportunity to have a face to face interview but only one member of outgoing staff spoke by phone, others completed a paper questionnaire.

At Heavers Farm most leavers reported that they were leaving because they had secured another job and/ or were re-locating. There had not been any significant expression of dissatisfaction with the school as a reason for leaving.

Some leavers at Selsdon did express a degree of dissatisfaction with inconsistent behaviour management support, lack of planning management and support and management style.

The Executive Headteacher and Deputy Headteacher reported that Jo had been into all year group planning meetings this term to have some indication of how they were being managed and to provide support and advice where appropriate. Both Susan and Jo were

also providing positive modelling.

Q; Did any leavers raise concerns about stress or over-work?

A. No, this was not a key feature of respondents' feedback. The key thread is management style.

ACTION: Governors to have a further discussion and overview of the responses to exit interview data, to be an agenda item at the next meeting of the School Improvement Committee.

10. Headteacher's Report

The Executive Headteacher said that she had adopted a different style of reporting for the current meeting, after seeing examples of other Headteacher report formats from the South Croydon Business Manager network. The current report was data based with the idea that over time it will provide a useful comparative analysis.

Governors agreed that having a data based report was extremely useful. It was also agreed that there should also be a narrative element, particularly linked to the School Development Plans.

Staff Costs and Staff Sickness: The Executive Headteacher reported that one of the key areas of unpredicted expenditure this year across the Federation were the exceptional costs which had to be made in response to two employment tribunal cases. Also, the schools had been experiencing a very high level of staff sickness, with approximately 13 - 17 people currently out of school on a daily basis at Heavers Farm. This had been particularly disappointing as there had been an emphasis at the beginning of term on the importance and expectation of good staff attendance. The Executive Headteacher had talked through the Sickness and Discretionary Leave policy at the Inset Day in September.

In response to the high level of sickness the SLT was working hard to ensure that the schools operate and adhere to the Croydon HR policies as adopted by the Governing Board, and when staff reach a 7 day trigger point the first stage of action is taken. The schools are also ensuring that a return to work meeting is held with absent staff. There are currently three high profile cases.

Governors agreed that they were very pleased that the staff sickness issue was being managed.

The Executive Headteacher said that she considered that this was a response to the governors' request for addressing budget pressures, as requested at the previous meeting of the Resources Committee, and she did not have any other options to suggest, without direction from the Governing Board as to what else they would like to see in terms of explorations of options. Some governors felt that whilst they recognised that previous efforts had been made to pare back expenditure, it would nevertheless be helpful to have an analysis of potential options which they could rationally evaluate and either reject or consider for the future.

It was agreed that Des Ogg and Johnny Tang will arrange to meet with the Executive Headteacher and Deputy Executive Headteacher to talk through potential options which could be explored and detailed in a discussion paper.

ACTION: Des Ogg and Johnny Tang to meet with Exec and Deputy Exec Headteachers. Update on future cost saving options, as well as potential income generation ideas, to be an agenda item at the next meeting of the Resources Committee.

	<p>Attendance: Governors recognised that there had been a big uplift in pupil attendance at both schools this term. Selsdon's figures were currently above national average. Heavers Farm were currently just below but there was a positive improvement, and governors also took into account that there were two pupils with zero attendance.</p> <p>Pupil Numbers: The percentage of pupils on roll at Selsdon has gone up from last year, but the numbers are down, taking into account the reduced pan (having dropped a Year 1 class, now with a published Pan of 60). The Executive Headteacher informed governors that it had been necessary to open a third Reception class because there were now 71 children on roll for Reception. This is a significant improvement on the same time last year when numbers were 63. The school is continuing with its best efforts to market the school and advertise.</p> <p>Q: Do we have any indication on the impact of the bus advertising campaign? A: No, it is very difficult to quantify. The adverts are visible and frequently seen so it is hoped that there will be an impact in raising the profile of the Federation.</p> <p>Q: Is there anything we can do to register our concern and anger at the fact that 12 children were allocated in the week after PLASC? A: The schools have registered their concern with Croydon Admissions team.</p>
11.	<p>Policy Items</p> <p>Ratification of the following reviewed policies:</p> <ul style="list-style-type: none"> ➤ Behaviour Policy ➤ SEND Policy HF ➤ SEND Policy SPS ➤ Early Help and Child Protection Policy HF ➤ Early Help and Child Protection Policy SPS ➤ SEND statement SPS ➤ SEND statement HF ➤ Children with Medical Needs Policy ➤ Charging and Remissions Policy ➤ Write Off and Debt Policy ➤ Teacher Appraisal Policy ➤ Teachers' Pay Policy ➤ Data Protection and Information Management Policy ➤ Freedom of Information Policy ➤ Privacy Notice 2017 <p>The Governing Board formally ratified all the above reviewed policies which had been discussed at committees and circulated in advance of the current meeting.</p>
12.	<p>Chair's Items: Report on any correspondence, Chair's actions etc</p> <p>None.</p>

<p>13.</p>	<p>Governors' Training</p> <p><i>Governors to provide feedback on any training attended since the previous meeting</i></p> <p>Hilary Smith reported that she had attended training on Analyse School Performance (ASP), the replacement for RAISE.</p> <p>The Chair asked governors to note that a bespoke training session on this topic has been arranged for the whole Governing Board on Wednesday 28th March 2018 4.15pm, prior to the GB meeting at 6.15pm at Selsdon.</p> <p>Graham Cluer reported that he had attended training on safeguarding and he had also attended the Octavo one-day Governors' Conference.</p> <p>Des Ogg and Dom Lacovara reported that they had attended a session on ideas for raising income to support the school budget, run by John Phillipson Chair of St John's Cof E Primary School. This had been an interesting and thought-provoking session where the following ideas had been discussed:</p> <p><i>Letting income - as an example Ark Oval make 40k per annum on lettings</i></p> <p><i>Ice pole sales in summer PTA</i></p> <p><i>Connection between governors and PTA.</i></p> <p><i>Governors' enterprise schemes</i></p> <p><i>Don't raise new money / steal existing money. (ie target areas where people would make expenditure elsewhere such as coffee, merchandise)</i></p> <p><i>Branding marketing and income committee.</i></p> <p><i>Coffee cabin. (second hand clothes sales/ ice pops/ break out groups/)In for the building. Furniture donated / made from waste).</i></p> <p><i>Register of talents. (parents)</i></p> <p><i>School merchandise. Umbrella/ coats: fleeces etc. For sale in school cabin, frames for school photos (Ikea frames with logo attached</i></p> <p><i>Direct sale of school uniform.</i></p> <p><i>200 club. 200 families £5 per month. Monthly cash prize. (a lottery run from school)</i></p> <p><i>Mug laminator £150 for coffee shop and thereafter for sale at school events with child's photo on.</i></p> <p>It was agreed that raising income will be an agenda item at the next meeting of the Resources Committee.</p> <p>ACTION: Agenda item at the meeting on 12th March 2018</p>
<p>14.</p>	<p>Confidential Items</p> <p>There was one item of a confidential nature recorded under Part B.</p>
<p>15</p>	<p>Consideration of Impact of the meeting on the outcomes for children at Heavers Farm and Selsdon</p> <p>Governors considered that they had had robust and frank discussions about resourcing for the</p>

future and ensuring that the Governing Board is in the best possible position to make wise and strategic decisions.

Governors felt that the emphasis on data, and having data comparisons within in Headteacher's report going forwards, was very positive and will again help to focus further in drilling down on key information.

Governors recognised that the emphasis on managing staff absence within the scope of the Staff Sickness Procedures and with the support of the school's HR adviser was very positive.

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

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 4.15pm 6.15pm	Bespoke Training on Analyse School Performance 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 8.20pm with thanks to everyone for their attendance and participation.

Signed.....Chair of the Governing Board

Date.....