



Sir John Cass's Foundation Primary School

Minutes of a meeting of the Full Governing Body held on 16th May 2018 at 4pm

Membership: Mr M Piper (Chair)*
Mr T. Wilson (Head)*
Rev L Jørgensen
Ms A Frain*
Ms B Makin
Mr E Keene
Ms I Culpan*
Ms Z Lawley*
Mr A Wright*
Dep H Jones*
Mr J Fletcher*
Mr D Williams*
Ms S. Moore
Mrs J Greenlees*

* denotes attendance

In Attendance: Ms Alex Allan (Deputy Headteacher and Head of Children's Centre)
Ms Lizzie Webb, School Business Manager
Ms Christine Beaumont, COL Finance

Clerk: Mrs Maxine Zeltser (Clerk)

Mr M Piper *in the Chair*

BUSINESS

1. Opening Prayer

The meeting opened with a prayer.

2. Welcome to new Governors

Mr M Piper welcomed to the meeting the two newly elected parent governors, Zarina Lawley and Isabell Culpan. Mr M Piper thanked the outgoing parent governors, Anna Godas and Dominic Alexander for their contributions and hard work. It was agreed that Ms Z Lawley should sit on the Finance Committee and Ms I Culpan would sit on the Curriculum Committee. Mr M Piper also welcomed to the meeting the School's new business manager, Ms Lizzie Webb.

3. Apologies

Apologies were received from Rev L Jørgensen, Ms B Makin, Mr E Keene, Ms S. Moore and Ms T Shortland.

4. Declaration of Governors

There were no declarations of any personal and pecuniary interests in respect of items on the agenda.

5. Dates of forthcoming meetings

- Finance Committee – 6 June

- Curriculum Committee – 13 June
- Full Governing Body Meeting – 4 July

6. Minutes of the Previous meeting; minutes of committees and updates

a. Minutes of the Spring Term Finance Committee

Governors were referred to the draft Minutes of this Meeting which were contained in their Meeting Pack. Mr T Wilson gave an update on road safety in view of the pending completion of Aldgate Square. He explained that the City of London have decided through the Aldgate Square project to fund a Crossing Patrol person for a year at a cost of £5K. The School is currently trying to recruit a parent to take on this role. Although the funding is not recurrent, it will be possible for the School to bid for it again after a year if the Crossing Patrol person proves successful. Mr T Wilson explained that he believes that constructing a barrier at the corner would be a better solution but it has been decided to first assess the success of the City of London's proposal. Mr T Wilson confirmed that the pupils have had pedestrian training. It was acknowledged that it is difficult to know how the proposal will work until the Square has opened.

Mr T Wilson explained that Ms I Culpan and Ms Z Lawley had been appointed as the fundraising link governors and they plan to work with Ms L Webb to develop a fundraising strategy.

Governor Question: Have fundraising projects been chosen?

Mr T Wilson explained that it is intended that Ms I Culpan, Ms Z Lawley and Ms L Webb will form a sub- group which will meet to decide on a list of suitable projects which will be attractive for donors. Mr D Williams offered to assist the group in finding projects and donors. It was agreed that an Update should be given at the next Full Governing Body meeting.

ACTION POINT 1: Mr T Wilson to add 'Update on Fundraising' as an item for the Agenda at the next Full Governing Body meeting.

b. Minutes of Spring Term Curriculum Committee

Governors were referred to the draft Minutes of this Meeting which were contained in their Meeting Pack. Mr M Piper commented that at the Meeting Ms A Frain gave a very interesting presentation on the teaching of Maths in the School and thanked her for this. He explained that the focus of the next Curriculum Meeting would be PE, music and trips. It was noted that Mr J Fletcher completed his review of the School Development Plan and highlighted some points. The majority of these are areas where the School did not achieve its targets as the hoped for funding was not forthcoming. The majority of targets were achieved.

c. Minutes of the Full Governing Body Meeting held on 6 December 2017

Governors were referred to the draft Minutes of this Meeting which were contained in their Meeting Pack. The minutes were approved as an accurate record of the meeting.

RESOLVED – that the Committee agreed the minutes as an accurate record.

Matters arising

Mr M Piper went through the Action Points noted in the Minutes and commented as follows:

Action Point 1: This is work in progress.

Action Point 2 and 7: A Governor Training Day was held last term on SEN. Mr M Piper reminded governors of the training options available to them with LDBS, HLT or online.

Action Point 3: The details of link governor contacts have been circulated.

Action Point 4 and 5: Mrs Maxine Zeltser will arrange for the Terms of Reference to be approved at the relevant sub-committees.

Action Point 6: GDPR is to be discussed later in this meeting.

Action Point 8: The Admissions meeting took place and the latest consultation will be discussed later in the meeting.

Action Point 9: Trips will be discussed at the next Curriculum meeting in June.

Governor Question: What is the current position regarding the Cass Arts Building?

Mr T Wilson explained that the proposal by Livingstone Academy to establish a free school there, has been withdrawn. The School was involved in a campaign against the proposal. However, it is not clear what will happen to the site which has been bought by DfE.

d. Minutes of the Full Governing Body Meeting 14 March 2018

Governors were referred to the draft Minutes of this Meeting which were contained in their Meeting Pack. The minutes were approved as an accurate record of the meeting.

RESOLVED – that the Committee agreed the minutes as an accurate record.

Mr M Piper explained that Ms A Allan has signed the contract to be the new headteacher.

7. Governance

a. School Governance work plan

Governors were referred to the Plan contained in their Meeting Pack. Mr T Wilson explained that the Finance Committee meeting has now been re-arranged to 6 June. There are planned governor school visits. Mr D Williams is to make a music focussed visit to the School and to visit during Art Week. Reports of these visits will be brought to the next Curriculum Committee meeting. Mr D William also offered to do a talk about law and order for the pupils.

It was noted that Ms J Greenlees as Wellbeing Governor had made a PE visit in the Spring Term. It was agreed that her visit during the summer term should focus on wellbeing and the work plan would be amended to reflect this.

b. Membership of the governing body

It was noted that Mr E Keene's term of office had now come to an end and the Synod was meeting last night to appoint a new governor. Mr E Keene was thanked for his help and contribution to the School.

The Governors agreed that it is necessary to appoint a Data Protection Governor whose role would be similar to the Safeguarding Governor in the requirement to review the School's practices once a term. This would involve meeting the School's Data Protection Officer, checking the School's log of contracts to ensure that they are GDPR compliant and reviewing the reporting of data breaches. There were no volunteers for the role and so it was agreed to approach the new LDBS governor to see if they will take on this role.

Action Point 2: Mr Matt Piper to approach the new LDBS governor about the Data Protection role.

c. Governance Review outcome

Governors were referred to the report by Ann Short contained in their Meeting Pack. Mr M Piper explained that the report was very complimentary about the governing body. The report related to the period when Rev L Jørgensen was chair. Areas for development are listed at the end of the report. These include:

- Work constructively with the Sir John Cass's Foundation. Mr M Piper explained that he met with the Foundation on 31 January and the discussions are making progress with a view to resolve the issue off reconstitution.

- The terms of references for sub-committees will be reviewed.
- With regard to the distribution of leadership, an Executive Board meets termly to set the Agenda for the year. The Board comprises the Chairs of the governor committees.
- A programme of governor visits has been arranged.
- The programme of Policy review is ongoing as it is an onerous task. The review document will be presented at the last Full Governing Body meeting of the year.
- Mrs M Zeltser has asked HLT to provide more details of the services that they can provide.
- Governors were asked to check the website to ensure that their details were correct and to provide updated bios.
- Mr M Piper noted the need to keep the agenda short enough to allow for questions. He explained that the meeting attended by Ms Ann Short had a particularly long Agenda.
- The diversity of the Governing Body is an issue which is hard for the governors to address as the majority of governors are appointed by Foundations. A governors' skills audit has been completed and so it was agreed that the Foundations should be asked to take into account, when appointing new governors, the list of criteria for governor skills which could include a desire to promote the diversity of the Board.

d. Reconstitution of the governing body

Mr Matt Piper explained that after last week's meeting, he wrote to Mr R Foley at the Sir John Cass's Foundation to explain what the Governors had decided. Mr M Piper had also written to the DfE as agreed and has received an acknowledgement. The focus of the Foundation's discontent is the DfE's response. Mr M Piper agreed to circulate the correspondence to the Governors and Mr T Wilson agreed to arrange for the Minutes of the EGM to be approved at the next Full Governing Body meeting.

ACTION POINT 3: Mr M Piper to circulate the correspondence to the Governors.

ACTION Point 4: Mr T Wilson to arrange for the Minutes of the EGM to be approved at the next Full Governing Body meeting.

e. Visit forms

Mr M Piper noted that several Governors had made recent visits to the School. Mr J Fletcher had reviewed the SDP; Mr E Keene had reviewed the teaching of RE; Mr A Wright had completed a review of the premises; Ms J Greenlees had reviewed PE and Mr M Piper had attended the Christmas events. Mr M Piper thanked all the Governors who have visited the School and reminded Governors of the importance of completing the Visit Forms.

f. Training Update

Mr M Piper thanked Ms A Allan for her Governor training on SEN.

8. Approve policies and Statements from Committees.

a. Data Protection and GDPR and b. Document Retention Schedule

Governors were referred to the draft Policy contained in their Meeting Pack. Mr T Wilson explained how the new General Data Protection Regulations (GDPR) affects schools. He reminded Governors that there are huge potential fines for Companies for failing to implement the right compliance strategies or to report data breaches. The School has been considering how to capture parental consent where needed and how to check that contractors who may be handling data are GDPR compliant. There will be a log of checks made on contractors and of data breaches Mr T Wilson explained that the Data Protection Policy was compiled by the LDBS and is intended to be a rolling document which will be added to when further policies have been drafted. The School plans to enter into an agreement with the LDBS for them to carry out termly GDPR checks. Mr T Wilson explained that he is asking the Governors to approve the core policy and that subsequent add ons would be brought to the governors as they become available. He has sent a draft data collection questionnaire to the LDBS for their approval. Parental consent for photos to be taken of their children will now need to be more granular in specifying what images can be taken and how those images can be used. It is intended to send out the parental consent form at the start of the academic year in September. In general, Mr T Wilson explained that the School has prepared a reasonable GDPR implementation plan and is in the process of adopting it.

Governor Question: Do the School need consent from parents to handle all their child's data?

Mr T Wilson explained that consent is not required to hold data which the School is handling to comply with its legal obligations. Parents have the right to be aware of the School's data handling processes. Explicit consent will be required for sharing of pupil images on the website and to share personal data.

Governor Question: What is the position for pupil school email addresses?

Parents will be asked to consent to the sharing of these even though they are closed email accounts. If many parents withhold their consent, the teaching of ICT could become very difficult.

Mr T Wilson explained that there is a lot of work for the School to do and he hopes that good progress can be made by the end of the year. He intends to insert a section on the processing of data in the Single Year Plan.

The Governors **approved** the Data Protection Policy and attached Retention Schedule and **agreed** to adopt them both.

c. Admissions Policy 2019-21

Governors were referred to the draft Policy contained in their Meeting Pack. Mr T Wilson explained that it is now too late to change the Admissions Criteria for 2019-20 due to the consultations that would need to take place. The wording is, therefore, unchanged from the current policy save for a few wording changes that do not impact on the criteria. The changes relate to correcting a few typos and the School's current published number which the School has been advised can be altered without requiring consultation.

The Governors **approved** and **adopted** the Admissions Policy 2019-20.

d. Admissions consultation for 2020-21

Governors were referred to the Consultation contained in their Meeting Pack.

Mr T Wilson explained that the Consultation detailed three key changes, as follows:

- The moving up of the sibling priority criteria to number 2;
- Extending the qualification period of the Church priority criteria from 2 years to 3 years and
- Limiting the nursery priority criteria to those children living in the Admissions Priority Area.

Governor Question: How would the extension of the Church criteria qualification period work?

Mr T Wilson acknowledged that this could be controversial as for the first year of application no-one would have the chance to comply as they would need to have started to attend church in 2017.

Mr T Wilson explained that the nursery priority criteria had been challenged for other schools and the Schools Adjudicator had struck this criteria down. Whilst the School does not have many appeals, the School needs to be made aware that this criteria could be challenged as the Schools Adjudicator feels that it disadvantages local children. The SLT believe that due to the School's Children Centre that it is undesirable for Early Year children to be made to leave after nursery – they should be given a chance to be admitted to the School. In addition, the Corporation is keen to limit this criteria to the School's Priority Area.

The Church priority criteria is also controversial and the Corporation would not be happy for the extension of the qualifying periods to be delayed until 2021-2 even though this would be fairer for church attendees. The School wishes to retain its link with St Botolph's without being overwhelmed with applications under this criteria. There has been an increase in Church attendance applications and the problem is that these are generally from families who live outside the Priority Area are not disadvantaged. The Government wants schools to focus on children in need and the School does not want to lose its focus on vulnerable groups.

Mr T Wilson explained that all the changes would go to public consultation so the School would be able to get a sense of the views of the public. Rev L Jørgensen has confirmed that she is happy with the proposals.

Governor Question: What about the proposal to amend the church qualification period so that instead of having to attend once every two weeks for two years, families would be required to attend for 40 weeks a year for two years?

It was noted that this could be an option which was preferred by Rev L Jørgensen as it resolved the issue of families not qualifying due to the period being extended to 3 years.

Governor Question: Why do some documents refer to the School as a voluntary aided school and others as a Church of England School?

Mr T Wilson accepted that this distinction is important to the Sir John Cass's Foundation. He explained that there are different categories of Church of England schools. Some have charitable foundation status, others are church, voluntary aided or free schools. The term is used about the School as it is in the Church of England family of schools but is not a legal description of the School's status which is not disputed.

Governor Question: Why was it decided to move the sibling criteria up the priority rating?

Mr T Wilson explained that this criteria is less controversial with the School's Adjudicator. He explained that the church criteria, which had previously rated higher, has only be relied upon by 4/5 families on average and the vast majority of pupils rely on the sibling criteria. When the Admissions Committee last met, there was a discussion about the extra number of siblings caused by the bulge class. However, it was acknowledged that this would only last for 2/3 years. Next year could be affected by this but then it would drop off. It was agreed that Ms A Allan would collate the figures to see what impact the bulge class has had on sibling numbers.

ACTION POINT 5: Ms A Allan to collate the figures to see what impact the bulge class has had on sibling numbers.

Mr T Wilson explained that the School's vision is to focus on local children in need. If the eldest child was admitted because they lived within the Priority Area then it would be consistent to allow their siblings to have priority.

Governor Question: As a compromise could the church qualification period be either 40 weeks attendance for two years or 20 weeks attendance for 3 years?

It was accepted that this could be a solution for the problem that with just the 3 year rule some families would be unable to qualify for 2019. It was agreed to amend the consultation document to include the two alternatives on the basis that the 2 year rule could be removed for following years.

ACTION POINT 6: Mr T Wilson agreed to include the proposed amendments to the church qualification period to the Consultation.

Governor Question: How will the changes affect the nursery criteria?

Mr T Wilson explained that whilst the nursery criteria usually followed those of reception, the nursery admissions policy is not a statutory document. However, the School is trying to work with the Corporation to simplify the nursery criteria with a view to reduce the numbers and the pressure on admissions. A possibility is to give priority to vulnerable children at the nursery stage. Clearly, the church criteria can not have a 3 year qualification period for the nursery.

Governors **approved** the Consultation document subject to the agreed amendments.

9. a. Headteacher's Report

Governors were referred to the Report contained in their Meeting Pack.

Mr T Wilson referred Governors to the Attainment and Progress figures on page 2 of the Report which mean that the School is in either the top 4% or 17% of schools depending on the level that is being analysed. The data reveals that the number of pupils on Free School Meals has declined from 31% to 21%. This is a huge reduction compared to national figures and indicates a change in the demographics in the School's locality. The rate of SEND pupils is consistent at 3%.

Page 4 of the Report outlines the progress and attainment in areas of the curriculum. The School is in the top quintile in all areas except writing. The targets for 2018 are largely unchanged. In the recent KS1 tests 70% of pupils scored full marks in arithmetic which shows the impact of the Inspire Maths project on pupil attainment.

Governor Question: Why are the greater depth figures lower in KS1 than KS2?

Mr T Wilson explained that as pupils progressed through the School, the number who were at greater depth level tends to increase. It is important to be confident that pupils have attained the requisite level before being assessed as at greater depth so that the School can be certain that the level will be maintained by the pupil.

A science review has been carried out by Mary Thorne. Her initial report revealed some issues which are being considered. Science is an ongoing project and it is hoped that the subject lead will be able to spend part of his time in teacher development with a view to improve the general level of science teaching. The progress is being monitored. The challenge will be to ensure that all teachers use the science laboratory when there is no longer a dedicated science teacher.

Page 10 outlines the monitoring that has taken place in the Spring Term. The data in Maths is very strong and the focus on maths has proved successful. Creative writing is still an area for development which will be discussed in further detail at the next Curriculum Committee meeting.

b. Staffing Update

Mr T Wilson explained that interviews for the interim Deputy Headteacher will take place next week. It is proposed that the interim will be in place for a year because it was felt too late in the year to deal with the appointment of a substantial Deputy Headteacher. It was felt that it would be better for Ms A Allan to work with her team so that she can properly assess what her priorities are. The interim will be an internal application and there have been two applicants.

The Corporation have agreed to fund a interim head in the Children's Centre. However, it was considered to be very aspirational to expect to recruit someone for this post before the end of the summer term.

Governor Question: What will happen if a deputy head is not recruited in the Children's Centre?

Mr T Wilson explained that if this occurs, then it will be an urgent priority for Ms A Allan to fill this post. It might be easier to recruit someone in a term's time.

Mr T Wilson explained that the proposed leadership structure will be slimmer. This has been the strategic intention for a long time. Previously there were 3 assistant heads. It is hoped that the new structure will make the budget more sustainable.

Governor Question: How will the staffing gaps caused by the re-structure be filled?

Mr T Wilson explained that it is hoped that the gaps would be filled internally. There would be no staff secondments this year. Due to unanticipated vacancies there is a need for a substantive teacher and for a temporary teacher for a fixed period probably from January 2019.

Governor Question: In previous reports, it has been indicated that the School is overstaffed and so why is there a need to recruit?

This is due to unforeseen circumstances. Two teachers are moving at the end of the year and there will be 1.5 appointments to cover 2.5 posts. In addition, a previously seconded teacher will return to the School next year.

The Governors **approved** the proposed staffing structure.

Mr T Wilson explained that a review of the School's middle leaders would be needed to look at the School's needs and priorities.

It was noted that the School's attendance rate was slightly below its target of 97%. This was due to high levels of the sickness bug and chicken pox. Only 6 children are below the DfE's expected rate of attendance. The School's rate is above the national average.

c. Premises

Dep. H Jones explained that the 4C Hotel group had paid £470K to the Corporation as their s106 contribution. The Corporation Committee is meeting in June to approve the allocation of these monies and he hoped that the School would receive its allocation by the end of June/July. In addition, 4C's contractors have installed a pond and completed other work in the School. The Governors expressed their thanks and appreciation to Dep H Jones for all his work in connection with this matter.

Mr T Wilson explained that pre-planning advice was being sought in connection with the proposed playground equipment. Dep H Jones explained that he had spoken to the Chair of the Corporation's Planning Committee about this.

The generous contributions of the 4C Hotel Group was noted and it was agreed that the School should officially thank the company.

Governor Question: How would the monies be used?

Mr T Wilson explained that the working committee on capital expenditure would meet on a rolling basis to discuss appropriate capital projects. It was accepted that some projects are governed by the donors, for example the roof replacement being funded by the LCVAP project. Often the priorities are out of the School's control and are governed by the architect's different priorities. It was agreed that the working

committee should meet termly and the Governor Work Plan should be amended accordingly.

ACTION POINT 7: The working committee on capital expenditure to meet termly and the Governor Work Plan to be amended accordingly.

Mr T Wilson explained that the Sir John Cass's Foundation have agreed to contribute £75K towards the cost of replacing the boiler. The Governors expressed their appreciation for this donation and it was agreed to write to the Foundation to thank them.

ACTION POINT 8: Mr M Piper to write to the Sir John Cass's Foundation to thank them for their contribution towards the cost of replacement of the boiler.

Mr T Wilson explained that the School has been offered two free boilers. It was agreed to delegate to the capital expenditure working party how the School should proceed on the boiler replacement project.

Mr T Wilson explained that air quality had improved and pupils had been interviewed on TV to describe how they can now enjoy playing outside.

There have been very few leaving pupils. There were two pupils who left the nursery. The School is, therefore, full bar one vacancy in Year 6. It is anticipated that there will be a few moves before the end of the year as a couple of pupils are transferring to private school and one family is moving out of the country. Mr T Wilson explained that he is intending to fill these predicted vacancies now even though this will mean that the School will exceed its PAN number. This will ensure that the School will be full for the September census.

During recent Corporation elections, it was agreed that the Corporation will finance school meals for all children. This will be funded by the Children and Community Services Department. The School has been offered £72K for the year to cover the cost of free school lunches for all primary school age pupils from September. The School will need to report on the uptake. After one year, the School can bid again for this funding. If the funding is granted for a second year, the School can then apply for five year funding. The funding will equate to £3 per head which is very generous. Last year, the School only recouped £26K of the cost of school lunches which was £10K below target. It is proposed to retain the external caterers for another year. It was agreed to let the new business manager settle in before considering whether to bring the catering in house.

The Governors expressed their thanks to the City of London Corporation and to Ms T Shortland for this funding. It was noted that the savings that the School would make as a result of this funding equate to the cost of a teacher.

Governor Question: Could the cleaning be brought in house?

Mr T Wilson explained that the School has started to do this. One of the cleaners is very good and has been given a contract. Some agency staff will still be needed.

It was agreed that when the new head and business manager have settled into their roles, the issue of bringing catering and cleaning house should be considered. It was

agreed that this issue should be brought back to the Autumn term Finance Committee meeting.

ACTION POINT 9: Mr T Wilson to add the bringing of catering and cleaning in house to the Agenda for the Autumn Finance Committee meeting.

10. Finance and Premises

a. Final outturn report for the School

Governors were referred to these reports contained in their Meeting Pack.

With regard to the Report for the School, Ms C Beaumont explained that at the end of year School budget, Governors will note that £19,853.11 was drawn down from reserves. Ms C Beaumont explained that the Governors should be aware that as the School has been without a Business Manager for a year that there could be outstanding accruals from last year which have yet to be paid. Ms C Beaumont explained that she had tried to pick up as many of these as possible particularly in relation to utilities. In addition, the year end accounts were impacted by this year's Easter holidays which left a very small window to finalise the accounts before the Corporation's deadline. Whilst Ms C Beaumont included as many items as possible there will be items such as charges for temps that will need to be dealt with this year. Ms C Beaumont explained that the forecast overspend at the end of the year is fair given the staff changes and refurbishment costs that occurred last year. The significant variances from the budget were mainly due to staffing issues. The School received additional income from staff secondment and the Cass Foundation. It is hoped that now Ms L Webb is in post that the accounts will be smoother next year.

Ms C Beaumont noted that Employee Expenses were budgeted at £1,694K at the outturn was £1,753K. Repairs and Maintenance was budgeted at £139K and the outturn was £146K. There was an underspend of £4K in transport costs which was due to the pupils now walking to swimming. There was an overspend in the costs of supplies and services – the budgeted figure was £351K and the actual spend was £431K. There was also a slight increase in government grants.

Governor Question: There seems to have been a consistent underestimate of budgeted costs by 10%. Why?

Mr T Wilson explained that this was due to extra projects and costs such as refurbishment but there had been additional income from grants and secondments.

Governor Question: What is left in the School reserves?

Ms L Webb explained that there is £230K currently in the reserves.

Ms L Webb is to prepare a detailed finance report which will be circulated.

Mr T Wilson thanked Ms C Beaumont for all her hard work in connection with the School's budget especially as her efforts were beyond her usual remit. The accounts will be discussed in greater depth at the Finance Committee meeting in June.

b. Final Outturn report for the CCFC

Governors were referred to the report which was enclosed in their Meeting Pack. Ms C Beaumont explained that this budget was part of the local risk budget controlled under the Early Years division of the Corporation. Overall there was an overspend which was picked up by the Corporation. The Central Risk refers to the

£120K separate funding. The £167 underspend cannot be transferred to the School as the CCFC is not part of the School's budget.

Governor Question: There has traditionally been a larger overspend for the CCFC budget. What has changed this year?

Last year the Corporation picked up the whole cost of the apprentice when the School normally pays for 80%. This could explain the School's underspend.

The funding for the coming financial year is confirmed although the SLA has yet to be signed. Mr T Wilson explained that some of the programmes that would normally have been provided by the Children's Centre have been trimmed. The signed SLA will be brought to the Governors when it has been signed off. The proposed restructure of the annual leave structure has been postponed pending the results of the pending Corporation review.

c. Refurbishment of the library.

Mr T Wilson explained that he had submitted an insurance claim for the damage caused to the library by the leak. He hoped that the claim would be successful. The cost of the refurbishment will be around £10K but proposed designs are awaited. The costs are unbudgeted. Mr T Wilson explained that he wanted to action the works in the Summer holidays. The Governors approved this proposal.

d. Terms and Conditions for the Caretaker's Flat and Boardroom

Governors were referred to the draft Terms and Conditions contained in their Meeting Pack. Mr T Wilson has discussed the provisions with Mr Richard Foley. It is proposed that the terms and conditions should initially last for a year to assess their effectiveness. If the Governors approve them then Mr Richard Foley would take them to his Board for approval. The Governors duly **approved** the Terms and Conditions.

11. Professional Development and Training

Governors were referred to the Training Report contained in their Meeting Pack which detailed the CPD being carried out by the staff. Mr T Wilson explained that WAMHS is a wellbeing and mental health project being run jointly by the School and CAMHS. This is a new initiative for the School and exceeds what is being provided in this area by other schools. Mr T Wilson explained that Staff CPD is very important to the School and the CPD programme is used in staff recruitment as one of the benefits of working at the School.

12. SCHOOL IMPROVEMENT PLAN AND SELF EVALUATION

a. Single Year Plan

Governors were referred to this Plan which was included within their Meeting Pack. Ms A Allan explained that the Plan has been considered by various committees and is progressing well. There are still ongoing issues in the Children's Centre with data monitoring and management which is why this area is not green. All other areas which are not yet green are on track. The Finance and Management section has now turned green due to the recent appointment of a new school business manager.

Ms A Allan explained that Ofsted recently carried out a CQC SEND inspection of the Corporation. The School's SEND provision was inspected as part of this and very positive written feedback was received today. The feedback will be circulated to Governors.

ACTION POINT 10: Ms A Allan to circulate Ofsted's feedback following its Send inspection to all Governors.

Ms A Allan was thanked for all her hard work in connection with this inspection.

13. Preparation for SIAMS inspection

Governors were referred to the inspection framework and supporting documents contained in their Meeting Pack. Ms A Allan explained that SIAMs have massively changed the format and focus of their inspections. The new structure will start from September 2018 but SIAMs have agreed that there will be no inspections between September and December 2018 to give schools time to understand the new requirements. The inspection will be more rigorous and will focus on the effect of RE teaching. The School's vision will be expected to be deeply Christian and focus on vulnerable groups. The grading system has also changed. Some pilot schools have gone from being outstanding to requiring improvement after the new style inspection. Schools will require a specific vision which must be published and the School's values must be consistent with the vision. Pupils will be expected not only to know the School's vision but to understand how it applies in society.

Governor Question: Does the School have an Action Plan?

Ms A Allan explained that she has compiled a list of action points and the main work will start in the Autumn term. The actions will involve the whole staff and governors and a training session will be arranged. This area will be a big focus in the Single Year Plan.

Governor Question: What would be the downside if the School was rated as requiring improvement by SIAMs?

The results would be published which would affect the School's reputation and Ofsted would become involved. The School is not able to opt out of the SIAMs inspection as it is a faith school.

Governor Question: If the School were to self evaluate how would it fare under the new inspection framework?

The School would probably achieve a good rating.

Governor Question: Will this focus on the Siams inspection detract attention away from the core subjects?

No, as the intention is that the School's vision should be embedded in all areas of the curriculum. In addition, the School's policies should also reflect this vision.

It was agreed that the SIAMs inspection framework and supporting documents should be brought to the Curriculum Committee for a closer consideration.

ACTION POINT 11: Ms A Allan to add the new Siams inspection framework as an item for the Agenda of the next Curriculum Committee.

14. ANY OTHER BUSINESS

a. Mr T Wilson explained that at present offers have been made and accepted for all 30 places in reception. There have so far been 3 appeals. Mr T Wilson knows that one of the pupils will be withdrawn from the reception class as their family is to move overseas. This would leave only 2 appeals. One of these is a City resident and the other is the only pupil from the nursery who has failed to gain a place in the School. If there are no more appeals Mr T Wilson would like to offer these 2 pupils places even though this would exceed the School's PAN number. This approach has worked well in the past and brings in additional funding which makes financial sense particularly as the costs associated with the appeals would be avoided. He did not believe that two extra pupils would have a major impact on the School particularly as there are extra teaching staff in reception. The window for appeals closes on 25 May.

The Governors **approved** this proposal on the basis suggested by Mr T Wilson.

b. Mr D Williams explained that he has written a children's book for the Lord Mayor's procession which includes pictures of all the main buildings that it passes. Mr D Williams hopes to be able to donate some of the pictures to the School auction and via the Lord Mayor he hopes to be able to give a copy of his book to every pupils. In addition, to

commemorate the tercentenary of the Sir John Cass Foundation there are plans to have a float in the procession. The School will be invited to participate.

The meeting ended at 6.15pm.

CHAIR.....DATE.....