

## **SIR JOHN CASS'S FOUNDATION PRIMARY SCHOOL**

Minutes of the Governing Body held on 15 March 2017 at 4:00pm

### Membership

Mr D Alexander	Parent
Mr J Fletcher *	Local Authority
Mr C Henry *	Foundation LDBS
Ms A Godas*	Parent
Mr D Hogben	Foundation - Sir John Cass's Foundation
Deputy H Jones*	Local Authority
The Revd L Jørgensen*	Foundation - ex-officio
Mr E Keene *	Foundation - Deanery Synod
Ms H Khan *	Staff
Mr A Mullee	Foundation - Sir John Cass's Foundation
Mr M Piper*	Foundation Parent – St Botolph's PCC
Mrs J Welsh*	Support Staff
Mr T Wilson*	Head
Mr D Williams*	Foundation
Mr A Wright*	Foundation Parent - LDBS
Vacancy	Foundation Parent – Sir John Cass's Foundation

\*denotes attendance

### In attendance

Mrs R Basit	Clerk to the Governing Body
Mr M Paddon	School Business Manager
Ms Alex Allan	Deputy Headteacher

## **PART A: PUBLIC ITEMS**

### **1. Opening prayer**

The meeting was opened with a prayer.

### **2. Apologies**

Apologies for absence were noted but as a rule not accepted.

### **3. Declarations by Governors of any personal and pecuniary interests in respect of items on the agenda**

There were no declarations of interest in relation to the agenda items.

### **4. Dates of forthcoming meetings**

The dates for forthcoming meetings and events were circulated in advance for governors to note.

### **5. Minutes of the previous meeting; minutes of committees and updates** (Circulated)

- a. Minutes of the autumn term Finance Committee meeting
- b. Minutes of the autumn term Curriculum Committee meeting

The above minutes were received and noted by the Governing Body.

- c. Minutes of the full governing body held on 7<sup>th</sup> December 2016 and matters arising

**Resolved** – that the minutes were agreed as a correct record of the meeting.

**Matters Arising:**

There were no matters arising.

### **6. Governance and monitoring**

#### **a. Visits**

Visit forms were circulated ahead of the meeting for governors to note.

#### **b. Verbal Training update**

Matt Piper (Vice-Chair) was in discussion with the Clerk to organise a governors training on National Policy update. Further information will be circulated via email. Governors noted the various training offered through LBTH and LDBS.

#### **c. List of Committee members**

This was circulated and noted by governors.

d. Proposal Review of Governance

The GB noted that this would be held in the summer term.

**7. Approve policies and Statements from committees**

The following policies were previously circulated and were approved by the Committees:

1. Schools Financial Value Statement – this was reviewed and completed by the Finance, Staffing and General Purposes Committee.
2. Complaints Policy - it was clarified that should a panel of 3 governors be required, this would be based on availability of governors who have no prior involvement in the case.
3. Whistle Blowing Policy – this is based on LDBS policy
4. Lone Working Policy – the policy now includes information on where staff are required to make home visits.
5. Educational Visits Policy – a discussion on the importance of carrying out risks assessments prior to school trips took place. The Policy included strict guidelines on risk assessment and included information on dealing with children with medical needs.

Governors were informed that the residential /school journeys were being extended to Years 3, 4, 5 and 6. Going forward, the Head will keep governors informed of the school journeys as part of his Head's report.

The Governing Body noted that audit of risks assessments, including procedures for bomb shelter and fire safety, will be carried out. Governors will check the audit log.

**Action: Governors**

**Resolved** – that the Governing Body ratified the Committee decisions to adopt the above policies.

**Resolved** – it was also agreed that the Governing Body delegated the School Journeys to the Headteacher.

The above will be reviewed every three years.

**8. Refurbishment proposal CoL**

The Head advised that the school was pursuing using Section 106 money and was looking at the timeline for this. There were some complications with using funds from EFA money to expand the school. Sir John Cass Foundation was also not in support of using EFA monies for school refurbishment.

In reply to a question, the Governing Body was informed that any alteration to the fabric of the building required permission from the Foundation.

The Headteacher confirmed that there was £500K from Section 106 monies.

Henry Jones had discussed this with the developer and money had been allocated for the school.

Governors suggested that this be looked at by a Working Party – to be discussed at the summer term meeting when additional information will be available.

## **9. Reconstitution**

Correspondence from the Cass Foundation had been circulated in advance of the meeting.

The Chair had expressed her disappointment to the Foundation as a resolution had not been received. The Chair clarified that no reasons were given to why the Foundation was not in agreement with the revised proposed Instrument, which included a higher number of Foundation governors.

The Governing Body noted that all other nominating bodies had agreed to the Instrument. This will be discussed at the Tripartite meeting in June as the last meeting had been cancelled. The Chair said that there was a meeting with LDBS the following week.

The Governing Body was concerned that the Instrument was not agreed and the school was not compliant with the School Governance (Constitution) (England) Regulations 2012. Furthermore, governors were concerned that this may have implications for Ofsted.

The Governing Body wished to record that the lack of resolution was hindering its ability as a Governing Body, especially as there was no progress with filling the Foundation vacancy i.e. Foundation Parent governor.

**Resolved** – That the Governing Body approved the letter drafted by the Chair to be sent to the Sir John Cass Foundation.

## **11. Headteacher's Report (circulated in advance of the meeting)**

The Headteacher highlighted key points from his report.

**Staffing Update** – in addition to the points in the report, the Head highlighted that the school had appointed a Business and Admin apprentice. The school had also engaged two new volunteer charities to provide tuition and support to children – Beanstalk and Action Tutors.

**Admissions** – the Head reported that two classes had to go over the admissions numbers – Reception and Year 4. In Reception the child had an EHC plan which named the school on the statement. The Year 4 child had to be admitted due to a successful appeal.

The Governing Body noted that the Admissions policy needed to be reviewed as the current criteria was contrary to advice from the LDBS. The Head said the admissions policy will be reviewed in line with the Admissions Code and consultation timeframe.

The Head advised that the school was working with TFL Stars in relation to safe, sustainable and active travel to and from school. The Head said there was an issue with the road crossing on a particular part of the road in front of the school. Work was planned with parents and children on road safety.

Governors were invited to attend the School Council meeting. The Head will email dates to governors.

In addition to the report, the Head said that the expected outcome for KS1 was strong. KS2 on the other hand was volatile, as the school were unsure about the thresholds and did not know what to expect from the new curriculum. Also to note, a new child (new arrival) had been admitted to Year 6.

In relation to behaviour and attendance, the Head advised that attendance was above target and significantly above the national average.

The Head invited governors to the Easter bonnet competition. The Head asked governors to attend and judge the bonnet competition.

The Chair thanked the Head for his hard work.

## **12. The Single Year Plan and Report from the School Improvement Partner**

- a. Single Year Plan
- b. Report from the School Improvement Partner

The above reports were circulated in advance. The Single Year Plan included RAG ratings of progress to date.

The Head invited governors to visit the school and review an area of the Plan. The following areas will be reviewed by the named governors:

Mathematics – Andrew Wright  
Specialist teaching – David Williams  
French – Anna Godas  
Safeguarding – Andrew Wright  
Children Centre – Matt Piper  
Science/Computing – Henry Jones  
Able, Gifted and Talented – Andrew Wright

### Report from the School Improvement Partner – Allen McLean

The Chair said that it was good to get an overview and external perspective of the school.

The focus for summer term will be Early Years Foundation Stage.

The Governing Body received and noted the above reports.

## **13. Sex and Relationship Education (SRE)**

- a) Parental feedback on the schools SRE approach

The Head reported that the responses received were largely from EYFS parents. The comments varied. The Curriculum Committee had reviewed the SRE scheme of work in detail. It was important to note that parents could opt-out of the non-science/compulsory part of the SRE curriculum.

Governors commented that clear policy and guidance provides protection for staff and avoids complaints from parents.

A discussion ensued on the examples of the content of the lessons and at which stage they will be taught – i.e. in Year 2 children will be taught the biological differences in animals and the correct names for human body parts. Hygiene and

Health also formed part of the curriculum. Puberty and cleanliness will be taught in Year 5 and continued in Year 6.

The Head said that teaching children that they are in control of their body was part of safeguarding children. The Head advised that FGM was a significant issue and it was important to raise awareness. Governors agreed that the teaching of Healthy relationships was important.

**Resolved** – that the Governing Body approved the SRE Policy, scheme of work and Curriculum Overview.

**14. Any other business**

None

*[The Chair thanked all and closed the meeting at 6pm]*

Signed Laura Jorgensen Date 5/7/17  
Chair