



Sir John Cass's Foundation Primary School

Minutes of a meeting of the Full Governing Body held on 5th July 2017 at 4pm

Membership: Rev L Jørgensen* (Chair)
Mr T. Wilson (Head)*
Mr M Piper*
Ms H Khan*
Mr D Alexander
Mr E Keene*
Ms J Welsh*
Mr C Henry*
Mr A Wright*
Dep H Jones*
Mr J Fletcher
Mr D Williams
Mr D Hogben
Mr T Mullee
Ms A Godas

** denotes attendance*

In Attendance: Ms Alex Allan (Deputy Headteacher and Head of Children's Centre)
Ms Theresa Shortland (Head of Service for Education and Early Years, City of London Corporation)

Clerk: Mrs Maxine Zeltser (Clerk)

Rev L Jørgensen *in the Chair*

BUSINESS

1. Opening Prayer

The meeting opened with a prayer.

2. Apologies

Apologies were received from Mr J Fletcher, Ms A. Godas and Mr D Alexander.

3. Declaration of Governors

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

4. Dates of forthcoming meetings

a. Governance Work Plan

Governors were referred to the Governors Work Plan which was contained in their Meeting Pack. Mr Tim Wilson explained that the Plan is in draft and it will be populated throughout the school year. Governors were referred to the list of dates of forthcoming Governor meetings within the work plan. It was agreed that Mrs Maxine Zeltser would send out the list again to all Governors. It was acknowledged that the

Plan is an excellent tool to make sure that the Governing Body is covering all necessary work.

ACTION POINT 1: Maxine Zeltser to send out the list of dates of the forthcoming meetings to all governors.

5. 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. It was agreed to discuss the issues arising later in this 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. It was noted that Item 3 dealing with the Children's Centre should provide that the issue be brought before the Children's Education Board and not the Grants Committee.

c.1 Minutes of the Full Governing Body Meeting held on 15 March 2017 Part A

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.

c.2 Matters arising

GOVERNOR QUESTION: What is the current position regarding Sex Education?

Mr Tim Wilson explained that, following a parents' meeting, Sex Education had begun to be taught in Years 4,5 and 6. Year 4 are only to study the puberty element. The suggested study books have been ordered and their delivery is awaited. Due to the proximity to the end of term, Year 6 will be given the books to use at home. The books will be sent out in an envelope and pupils will be asked to return them if they do not want to read them. There was low attendance by parents at the Information Evening, although this could have been because the information had been shared with parents beforehand. There was limited time to teach the subject, this year, due to the processes that needed to be gone through. However, next year, it will be possible to spread the topic throughout the year.

GOVERNOR QUESTION: Have any parents withdrawn their children from the Sex Education lessons?

Mr Tim Wilson confirmed that none had.

6. GOVERNANCE

Mr Tim Wilson explained that it had been decided to use the Governance Services from Hackney Learning Trust (HLT) instead of Tower Hamlets as the former has more capacity. There will, therefore, be a transition stage in clerking arrangements during the handover.

GOVERNOR QUESTION: Will it be possible to provide paper copies of the Governors' Meeting Pack?

Mr Tim Wilson explained that HLT do not provide paper copies of supporting documentation. It was acknowledged that paper copies of large documents are easier to read but it had been decided to contract out the governance services to save on administration and time. Mr Tim Wilson agreed to investigate the cost of arranging for the documents to be printed by an outside company. In the meantime, Mr Tim Wilson explained that he had arranged for all the documents to be displayed on a large TV screen during the Meeting.

ACTION POINT 2: Mr Tim Wilson to investigate the cost of arranging for an outside company to print the supporting documents.

a. Visit forms from Governors who have visited the School this term.

Mr Tim Wilson explained that due to the transition, these forms are not available at this Meeting.

b. Governor Training and Attendance

Mr Matt Piper referred governors to the Governor Training and Attendance Schedules that were contained in their Meeting Pack. It was noted that certain Governors had a poor record of attendance. Mr Matt Piper explained that he had written to Mr David Hogben and Mr Tony Mullee asking them to explain why they had not attended Governor Meetings, training or visits. Mr Tony Mullee did not respond. Mr David Hogben explained that whilst he may not have attended meetings, he had raised funds for whiteboards in the School and residential trips and was on holiday on Founders' Day. Mr David Hogben explained that he does not intend to step down as a Foundation Governor. In addition, Mr David Williams had not been able to attend meetings due to ill health. It was noted that his term of office expires in August.

GOVERNOR QUESTION: What is Ofsted's requirement regarding Governor attendance?

Mr Tim Wilson explained that Ofsted expects Governors to have a good knowledge of the School and to be able to make an impact on the leadership and management of the School. If a Governor has not attended meetings, their effectiveness will be limited.

It was noted that it had been agreed at a previous meeting that the Governing Body will not consent to Governors' absences. It will be necessary to check the legal position regarding Governors with poor attendance. In the meantime, it was agreed that Mrs Maxine Zeltser would write to the Sir John Cass Foundation explaining that their Foundation Governors have not been attending meetings and asking them to consider whether they should appoint new governors in their place. In addition, the letter should request that the Foundation should appoint a Parent Governor.

ACTION POINT 3: Mrs Maxine Zeltser to write to Sir John Cass Foundation concerning the non-attendance of their Foundation Governors and the appointment of a parent governor.

Mr Matt Piper asked Governors to check the Training Schedule and to notify him if there were any inaccuracies. Mr Matt Piper acknowledged the need to put dates of attendance on the Training Schedule and agreed to amend the Schedule accordingly.

Mr Tim Wilson noted that today would be Mr Calvin Henry's last meeting as he has resigned as a governor. The Governors thanked Mr Calvin Henry for his invaluable contribution to the School.

Mr Tim Wilson confirmed that he would be asking the LDBS to appoint a new Governor.

ACTION POINT 4: Mr Tim Wilson to ask the LDBS to appoint a new Governor.

c. List of members of committees

This list was not available but will be produced at the next Meeting.

7. POLICIES

a. Critical Incident Planning Policy

Mr Tim Wilson referred Governors to this policy which was contained in their Meeting Pack. Mr Tim Wilson explained that the policy had been drafted so as to incorporate staff comments and various information reviews. Mr Tim Wilson explained that the Policy had been based on a Tower Hamlets template with editing to reflect the needs of the School.

The policy deals with critical incidents including a loss of data. The policy details places of safety and evacuation/invacuation procedures. Recent events have led to all schools

reviewing security and fire safety requirements. The City of London Corporation has asked for a fire risk assessment to be carried out. This has been done, although not in depth, and has been signed by the Finance Committee subject to some revisions.

GOVERNOR QUESTION: Does the School still have an allocated police officer?

Mr Tim Wilson explained that the previous allocated police officer had left and that the school is in contact with Sharon Herbert, who is a community police officer. It was agreed that Mr Tim Wilson should find out the identity of the ward officer who should be asked to visit the School.

ACTION POINT 5: Mr Tim Wilson to find out the identity of the ward officer who should be asked to visit the School

Mr Tim Wilson explained that this Policy would be subject to constant reviews and that it would be the responsibility of the School Business Manager to update it.

Mr Tim Wilson explained that the School is part of the Safe Havens scheme whereby all Church of England schools have volunteered to provide safe haven in the event of an incident to any school in the scheme that is in its vicinity, for instance a school on an educational visit. Mr Tim Wilson explained that there had been two update staff meetings to confirm what action staff should take if an incident occurred on a school trip.

Mr Tim Wilson explained that there had been a review of security. It was acknowledged that there needs to be different alarms for each type of emergency and a door locking system which limits access to certain areas. A quote has been obtained for a new CCTV system which would provide aggressive monitoring. The cost is £50,000 and it is hoped that this will be met by the City of London Corporation through the s106 funding.

GOVERNOR QUESTION: Could some of the neighbouring office blocks be used as places of safety for the School?

Mr Tim Wilson explained that it was considered that the crypt of St Botolph's Church would be more suitable.

The Governors approved the Policy.

b. Safe Use of Digital Resources

Mr Tim Wilson explained that this policy, which was contained in the Governors' Meeting Pack, had been based on safety advice from City of London Corporation and HLT. The policy also reflects the need for the School to adopt a more active internet safety policy. The School needs to discuss with pupils what they do online and the risks. It has been decided that the School will be more forceful with parents regarding their underaged child's use of online accounts. The School will notify parents if it becomes aware of such use and threaten to alert the Authorities and ask for such accounts to be deleted. It was noted that many disagreements between pupils started from online chat forums.

The Governors approved the Policy.

c. Data Protection Policy

Mr Tim Wilson explained that this policy, which was contained in the Governors' Meeting Pack, was based on a standard HLT policy. The School's existing policy needed to be updated. The new Policy covers Freedom of Information requests.

The Governors approved the Policy.

d. LDBS: Grievance and Discipline Procedures Policy; LDBS: Managing Staff Sickness Policy; LDBS Managing Unsatisfactory Performance and Capability Policy; LDBS Redundancy procedures in VA Schools

Mr Tim Wilson explained that these policies are standard LDBS policies. These were chosen to simplify the procedures.

The Governors approved all these Policies.

8. RECONSTITUTION of GOVERNING BODY

Rev Laura Jørgensen explained that she had written to the Sir John Cass Foundation offering to accept a change in the Instrument of Governance to 5 Sir John Cass Foundation governors and 4 Church Foundation Governors. The Sir John Cass Foundation did not agree to this offer and did not suggest an alternative. There was a recent Tripartite meeting attended by the Sir John Cass Foundation, the City of London Corporation and the School. At this meeting, the Sir John Cass Foundation said that they expected to be able to appoint all the Governors in line with the Greycoat School and reminded the School that the Instrument of Governance was not properly constituted. Rev. Laura Jørgensen explained that she had looked at the constitution of Greycoat School and noted that there were two Church appointed governors. There has been no further correspondence with the Sir John Cass Foundation. The Governors agreed that the Governing Body should contain a balance of Church and Foundation governors. Catherine McGuinness has stepped down as Chair of the Tripartite meeting as she is now Chair of Policy and Resources. The Tripartite meeting also agreed it was not the place for discussion of Reconstitution. The Governors believe that the current Instrument of Governance is valid and Sir John Cass Foundation are preventing it being reconstituted. It was agreed that Mr Matt Piper should write to the Sir John Cass Foundation informing them of the Governing Body's belief that the proposed Instrument of Governance is in the best interest of the School. It was agreed that the letter should first be checked by the Governing Body's Solicitor.

ACTION POINT 6: Mr Matt Piper to write to the Sir John Cass Foundation informing them of the Governing Body's belief that the proposed Instrument of Governance is in the best interest of the School. It was agreed that the letter should first be checked by the Governing Body's Solicitor

9. HEAD TEACHER'S REPORT

Mr Tim Wilson apologised that his report was sent out late to Governors and encouraged Governors to contact him directly if they have any queries after having read the Report. Mr Tim Wilson commented on the main areas of his Report, as follows:

- Staffing.

It was explained that two longstanding members of staff are retiring at the end of term. Next year's class teachers will be announced tomorrow and new staff are coming into the School on Friday. The Sir John Cass Foundation have given some funding for the new science project to be led by Dr Bello, although this does not cover the whole staffing cost. However, this project is still worth pursuing for a year to enhance the science teaching in the School.

A candidate had verbally accepted the offer to be the new School Business Manager but this candidate has now withdrawn. There was another appointable candidate and they have now been offered the position. If they do not accept, it will be necessary to consider other options for this post.

The School nurse is going on adoption leave and Farah Lavin has been seconded to the post for a year. There is one member of staff on long term sickness leave.

The staff restructure has been concluded and the recruitment process for 3 members of staff is about to start. Governors' help will be needed for this.

- Training School

Mr Tim Wilson wants the School to become an approved training school.

GOVERNOR QUESTION: What are the benefits and risks of becoming a training school?

Mr Tim Wilson explained that the main benefit is that the School will receive an additional £80K in the first year although this comes with responsibilities. It is also

a good way to retain teachers as it provides them with further challenges and opportunities for professional development. Already a couple of teachers have expressed interest in becoming specialists in education. It will also provide a good networking opportunity for the School. Only outstanding schools can become training schools. The downside of the scheme is that it will take up a lot of time and the funding reduces in the second and third years. It is intended that the provision should become self-financing. To facilitate this, the School could consider joining with other schools to form an alliance.

- Works

Mr Tim Wilson explained that proposed works include the refurbishment of the Early Years laundry and the main office. The air filtration unit to the baby room will be changed to see if this improves air quality, which will be funded by the City Air Quality Team. Urgent works are planned for the gable wall, as loose concrete has been identified, and it is hoped that this will be funded by the Diocese although this has not yet been confirmed. The works to the school office have already been financed.

- Admissions

The School is full and there are waiting lists. The School is currently offering places for Child Care for 2 year olds.

- Catering contract

It is proposed to come out of the City Working Group as this is something that the School does not want to get locked into. Currently, the School has full control over who it commissions for catering and does not want to change its existing team which is effective and flexible. It was felt that the Group would not produce any cost savings for the School and involved too many meetings.

GOVERNOR QUESTION: Is the School considering moving to term time operation for the catering staff?

Mr Tim Wilson is prepared to look into this but not if it would cause the current chef to leave. Also, if the cost of providing lunches for the holiday clubs is taken into account, it would only save around £6K. The Governors agreed that this was not worth pursuing.

- Finance

The finances are on track and only 16% of the budget has been spent. Finances are tight following the changes in staff. It was hoped that Sir John Cass Foundation would pay £50K for the refurbishment works but they have only paid £30K.

The School has now joined the Government funded scheme which provides 30 Hours of free childcare for 3 year olds. The City of London already provides 30 hours of funding for 4 year olds.

- SEN

GOVERNOR QUESTION: Why does the School have so many more boys with SEN than girls?

Ms Alex Allen explained that she was asked to look into this at the last meeting. She found that the situation is the same nationally. However, the School has made sure that it is not under identifying girls with SEN and that they are not attributing SEN to pupils merely because of their poor behaviour. The School is continuing to look at this issue to ascertain whether this is a genuine trend. It was noted that the School's number of SEN pupils is higher than the national average.

- Results

Mr Tim Wilson explained the provisional results for the end of KS2. 90% of pupils achieved the expected standard in reading; 70% of pupils achieved the expected

standard in writing and 80% of pupils achieved the expected standard in Maths. The School's target will be to focus on improving the standard of writing. It was noted that one pupil in this cohort suffers from Global Delay and so his results will bring down the class average.

GOVERNOR QUESTION: Can the School provide a narrative explaining the results?

Mr Tim Wilson confirmed that the School would provide an explanation because as the pupil numbers are small having one pupil with severe SEN will have a big impact on the results.

Another focus is to improve the 'greater depth' teaching as these figures had got worse.

The results at KS2 were that 88% of pupils achieved the combined expected standard in reading, writing and maths. This figure is 1% down on last year but is way above the National average which is 61%. It was noted that the 'greater depth' figures were impressive as this was a focus for this cohort last year.

The Governors asked Mr Tim Wilson to pass on their congratulations to staff. It was agreed that Mr Tim Wilson should circulate the final Sats results to all Governors.

ACTION POINT 7: Mr Tim Wilson to circulate the final Sats results to all Governors.

GOVERNOR QUESTION: Are red cards given consistently throughout the School as Year 4 have been issued with a high number?

Mr Tim Wilson explained that the high number in year 4 is due to the behavior of one child. If this child is taken out of the data, the number of red cards awarded in Year 4 would be consistent with other years.

- Staff Structure 2017-2018

Mr Tim Wilson explained that this has been looked at and approved by the Finance Committee.

10. SCHOOL IMPROVEMENT PLAN AND SELF EVALUATION

a. Single Year Plan

Governors were referred to the School Improvement Plan contained in their Meeting Pack. The colour coding in the Plan was explained. Red means not yet complete; amber means underway and green means completed. Most items were considered at the last Committee Meeting. It is proposed to look at the outcomes for September and use this to compile the new Plan.

GOVERNOR QUESTION: Are there any significant issues in those action points marked red?

Mr Tim Wilson explained that the main issue was the teaching of French. The existing French teacher was required to be a class supply teacher and so, was not available to teach French. The School was unable to find a replacement. The existing French teacher will be available from September and so every class will have a 45 minute French lesson each week. Most other items outstanding have not been completed as they are no longer considered necessary.

GOVERNOR QUESTION: Why was the teacher training for spelling and grammar not completed?

Mr Tim Wilson explained that this was because the School had run out of training dates. However, the training was covered in team meetings.

As to attainment, Mr Tim Wilson explained that a cohort of girls in Year 3 struggled last year. The data for this year has not yet been analysed but this group now appears to be doing well. Years 1, 4 and 5 are also strong.

b. Report from school improvement partner

Governors were referred to this report contained in their Meeting Pack. It was noted that Sally Moore, who prepared this year's report is leaving and a new person will be appointed next year. The report confirmed that Maths had improved. There had been an issue because Maths' targets had been used inconsistently although this had not impeded the KS2 results. It has been decided that the Maths targets will now focus on the two core areas, arithmetics and working Maths to resolve the issue.

GOVERNOR QUESTION: Has the target inconsistency impeded the more able pupils?

Ms Alex Allen explained that the more able pupil had been exceeding their targets and so they are now being set more challenging targets.

c. Strategy for the coming year

Mr Tim Wilson explained that the curriculum will be the main focus for next year, particularly Maths and the Science project. Early years will also be a target area to ensure that the Nursery is outstanding.

GOVERNOR QUESTION: Will boys' writing be a focus?

Mr Tim Wilson explained that he will need to look at the data. Boys' writing is a challenge for all schools. However, writing is not an issue overall in the School. It is not great in KS1 but it is good in KS2 and reception.

GOVERNOR QUESTION: How will the School deal with more able pupils?

Mr Tim Wilson agreed that the pace and content of lessons could be varied for these pupils.

GOVERNOR QUESTION: What does the School do with feedback from lesson observations?

If the observations are for more than 10 minutes, the teacher is given individual feedback and main pointers are discussed with all staff. These could then form part of the School Development Plan.

11. PREMISES

Mr Tim Wilson explained that a basic update had been given earlier in the Meeting. The building work is being carried out during the summer and Ms Alex Allen has agreed to check in on the work during the summer and be the key contact. Most of the projects are self-contained and the contractors are ones that the School has used before.

The Governors were referred to the Report on the condition of the boiler which was contained in their Meeting Pack. A major refurbishment of the boiler is required. Mr Tim Wilson is arranging a meeting with the City of London Corporation to discuss whether the funding, which had been previously identified for the old School enlargement project, could be used to finance these works. The report had been shared with the Sir John Cass Foundation but their consent is not required. The City Surveyor has allocated funds for the repair/replacement of the boiler from his budget for the next financial year. However, this will not cover the whole cost so the remainder will need to come out of the s106 monies or the School's Reserve. The cost will be around £180K. It is hoped that these works can be carried out next summer.

Mr Henry Jones explained the position regarding funding that the School might receive under s106 due to a proposed development by Four Seasons Hotel. The development is to include a hotel, residential and office block. Four Seasons now want to complete the individual parts of the development separately whilst, the Corporation want it done in one go. The School could receive £400K as a result of the development but part of this money could be delayed if the development is carried out in parts. It is hoped that there will be a meeting before the summer to settle the issue.

The Air Quality Team had recommended modifying the radiators. The cost of replacing all the radiators would be £350K which is prohibitive and so this proposal will not be debated.

12. TEACHING AND LEARNING POLICY

Mr Tim Wilson explained that he had not had time to prepare this new policy before today's meeting. He is planning to amalgamate all the teaching and curriculum policies into one document which will be very useful. Mr Tim Wilson agreed to email the final draft policy to all Governors when it is ready so that it can be approved at the next Curriculum Committee.

ACTION POINT 8: Mr Tim Wilson to email the final draft policy to all Governors when it is ready so that it can be approved at the next Curriculum Committee

13. ADMISSIONS POLICY CONSULTATION

Mr Tim Wilson referred the Governors to the draft Admissions Policy for 2019 contained in their Meeting Pack. Mr Tim Wilson explained that the current policy could fail a review by the School's Adjudicator because it gives priority to pupils who attend the nursery which is contrary to the Admissions Code. There was to be a review of the Admissions Code which could remove this restriction, but that is unlikely to be a high priority for the government at the moment.

The proposed criteria will prioritise children who attend the Early Years Centre and those children who live in the catchment area who are on pupil premium or have medical or social needs. It is also proposed to alter the catchment area to cover the City of London and Tower Hamlets. The reason for this, is that the School is a charity school for local vulnerable children and it is hoped that the School can continue to cater for such children. The local vicinity is subject to gentrification which is altering the social

mix of pupils attending the School and it is intended that the proposed amendment will help counter this. If agreed, the change would have to go out for consultation.

Another issue is that due to a revival of church attendance at St Botolph's, it is felt that the requirement to have attended the church for 2 years is insufficient. It was considered that the length of attendance should be changed to 3 years. The problem with this change is, how to deal with the transition. Some families may have already started attending in 2017 for 2019 admission and, under the new rules, they will not qualify. It was acknowledged that transition arrangements would need to be included in the new criteria.

GOVERNOR QUESTION: Is there flexibility on church attendance if the family goes on holiday?

Rev Laura Jørgensen explained that a detailed register of attendance is kept. She takes note of legitimate reasons for gaps in attendance.

It was agreed that Mr Tim Wilson would re-think the wording of the Policy in view of the discussion and circulate the amended document by email so that the Governors can agree the Policy by email.

ACTION POINT 9: Mr Tim Wilson to re-think the wording of the Policy and circulate the amended document by email so that the Governors can agree the Policy by email.

14. AIR QUALITY REPORT

Governors were referred to the Air Quality Report Contained in their Meeting Pack. Mr Tim Wilson explained that since the baby room has been monitored the air quality has improved. Since the gyrotory system, the pollution has been reduced by half. As a result, the School has toned down its plans for the air filtration units. It is planned to put a unit in the baby room and then to monitor its impact.

15. ANY OTHER BUSINESS

There was none.

The meeting ended at 5.50pm.

CHAIR.....*W.P.*.....DATE *6/12/17*.....