



**Sir John Cass's Foundation Primary School**  
**Minutes of Autumn 2 Full Governing Board Meeting**  
**5 December 2018, 4:00-5:50pm**  
**held at the School**

<b>Membership:</b>	<b>Role</b>	<b>Attendance</b>
Mr Matthew Piper (Chair)	Chair, St Botolph's Parochial Church Council Governor	Present
Ms Alex Allan	Head teacher (Ex Officio)	Present
Ms Isabell Culpan	Parent Governor	Present
Mr John Fletcher	Local Authority (LA) Governor	Present
Ms Angela Frain	Teaching staff Governor	Present
Mrs Jaqueline Greenlees	Foundation Governor – Sir John Cass's Foundation	Apologies
Vacancy	LA Governor	
Rev Laura Jørgensen	Foundation Governor – Sir John Cass's Foundation	Present
Mrs Hasina Khan	Staff Governor, Deputy Headteacher	Present
Ms Zarina Lawley	Parent Governor	Present
Ms Bonnie Makin	Support Staff Governor	Present
Ms Sally Moore	London Diocesan Board for Schools (LDBS) Governor	Present
Ms Beverly Ryan	Deanery Governor	Present
Mr David Williams	Foundation Governor – Sir John Cass's Foundation	Apologies
Mr Andy Wright	LDBS Governor	Present
<b>In attendance:</b>		
Ms Theresa Shortland	Head of Service – Education & Early Years City of London	Present
<b>Clerk to governors:</b>		
Jane Smith	HLT Cover Clerk	Present

**PART 1: Non Confidential**

<b>Agenda item</b>	<b>Action Point</b>	<b>Responsible</b>	<b>Date by</b>	<b>Status</b>	<b>Meeting</b>
4.3	Governors to ensure they have sent completed declaration of interest forms to the clerk by the end of term	All governors	21-12-18	Pending	26-09-2018 FGB

<b>Agenda item</b>	<b>Action Point</b>	<b>Responsible</b>	<b>Date by</b>	<b>Status</b>	<b>Meeting</b>
4.4	Once all declaration forms are received, clerk to compile a record of the governors' declared interests, and send the record to the school for publication on the website. Forms also to be returned to the school for their records.	Clerk		pending	26-09-2018 FGB
5.2	Governors to let Graham Watson know if they wish to attend a Christmas event and to fill in a visit form.	All governors		pending	5.12.2018 FGB
7.1	Headteacher to ensure that the admissions policy consultation is included in the Newsletter and highlighted at the Parents' Forum.	Headteacher		pending	5.12.2018 FGB
7.1	Mrs Greenlees to carry out a governor visit looking at PHSE.	Mrs Greenlees		pending	11-07-2018 FGB
7.1	Governors' email addresses to be set up for GDPR purposes.	LB		pending	11-07-2018 FGB
7.1	Next Finance Committee to consider the exit interview policy.	Headteacher	Finance and Staffing Committee 13-02-2019		11-07-18 FGB
7.1	Governors to review information on the school website and feed back any corrections to Graham Watson.	All governors		pending	26-09-2018 FGB

<b>Agenda item</b>	<b>Action Point</b>	<b>Responsible</b>	<b>Date by</b>	<b>Status</b>	<b>Meeting</b>
7.1	Lettings and Debt recovery policies to be added to non-statutory policies to be taken to Finance Committee.	Headteacher		pending	26-09-2018 FGB
7.1	Headteacher to amend the dates in the SEND Information report.	Headteacher		pending	26-09-2018 FGB
7.1	Mr Jones to feedback the dates for tours of C space to governors and SBM.	Mr Jones		pending	26-09-2018 FGB
8.	The Chair to write to Howard Kennedy LLP to clarify the school's position and expectations.	Chair		pending	5-12-2018 FGB
9.	The Curriculum Committee will review progress on French at its Summer term meeting.	Headteacher	Curriculum Committee 22-05-19	pending	5-12-2018 FGB
10.	Headteacher to align the Pupil Premium desired outcomes with the success criteria.	Headteacher		pending	5-12-2018 FGB
11.	Headteacher to prepare a report on swimming be prepared for the Curriculum Committee in the Summer term.	Headteacher	Curriculum Committee 22-05-19	pending	5-12-2018 FGB

<b>1.</b>	<b>Opening Prayer</b>
1.1	The meeting opened with a prayer.
<b>2.</b>	<b>Welcome to new Governors</b>
2.1	The Chair welcomed governors to the meeting. He explained that Henry Jones' term of office had lapsed because his re-appointment had not been confirmed in time by the local authority. He had invited Mr Jones to attend tonight's meeting as an observer but Mr Jones was unavailable. However Mr Jones would be re-appointed by the Corporation at its meeting on 12 <sup>th</sup> January 2019 in time for the next Governing Body meeting.

<b>3.</b>	<b>Apologies and governor attendance</b>
3.1	Apologies with reasons for absence had been received from David Williams and Jaqueline Greenlees and from Sally Moore for lateness. The apologies were noted but not consented to, as per school practice.
3.2	The quorum for the meeting was eight and it was confirmed that the meeting was quorate.
<b>4.</b>	<b>Declarations by Governors</b>
4.1	Declaration of business/pecuniary and personal interests form had been circulated for completion ahead of the meeting.
4.2	The Chair reminded governors that it is a statutory obligation to complete a declaration of business/pecuniary and personal interests form. There were some forms outstanding and these should be returned to Madalina Brockmann or to the Chair by the end of term (21 <sup>st</sup> December 2018).
4.3	<b>ACTION POINT:</b> all governors to ensure they have sent completed forms to the clerk by the end of term (21 <sup>st</sup> December 2018).
4.4	<b>ACTION POINT:</b> Once all declaration forms are received, clerk to compile a record of the governors' declared interests, and send the record to the school for publication on the website. Forms also to be returned to the school for their records.
<b>5.</b>	<b>Dates of the forthcoming meetings and events</b>
5.1	The following dates were noted: <ul style="list-style-type: none"> <li>• KS 1 Nativity 11 and 12<sup>th</sup> December 2018</li> <li>• Christmas Church Service 13<sup>th</sup> December 2018</li> <li>• Christmas lunch 18<sup>th</sup> and 19<sup>th</sup> December 2018</li> <li>• Governors were asked to let Graham Watson know if they wished to attend any of these events and to remember to fill in a visit form.</li> <li>• Curriculum Committee - 30<sup>th</sup> January 2019</li> <li>• Finance Committee - 13<sup>th</sup> February 2019</li> <li>• Full Governing Body Meeting - 27<sup>th</sup> March 2019</li> </ul>
5.2	<b>ACTION POINT:</b> Governors to let Graham Watson know if they wish to attend a Christmas event and to fill in a visit form.
<b>6.</b>	<b>Elections</b>
6.1	Election procedure for Chair and Vice-Chairs
6.2	Terms of office for Chairs and Vice-Chairs  Mr Piper said that at the last meeting governors had looked at streamlining the election procedures and at the terms of office. These seemed complicated particularly overlapping terms of office which does not help with succession planning. Governors discussed electing the Chair/Vice Chair the term before their term of office began to give them the opportunity to shadow the previous chair. Mr Piper pointed out that a Chair elected in July to start their term of office in September would not have much chance to gain experience.

	<p>After discussion, it was <b>AGREED</b> that the elections for Chair and Vice-Chair should be held in September (Autumn 1 FGB) to take up office on the following 1<sup>st</sup> January, giving one term for shadowing and that the changeover in Chair would occur during the Christmas holidays. This arrangement would work well if a new Headteacher started in September.</p>
6.3	<p>Elections of Chairs and Vice-Chairs</p> <ul style="list-style-type: none"> <li>• Mr Piper was elected unanimously as Chair of Governors until 31<sup>st</sup> December 2019.</li> <li>• Rev L Jorgensen was elected unanimously as Vice Chair of Governors until 31<sup>st</sup> December 2019.</li> </ul> <p>In future the election of the Chair and Vice-Chair of the Governing Body would take place in September (Autumn 1 FGB) with the term of office until 31<sup>st</sup> December in the following year.</p> <p>It was <b>AGREED</b> that the Committee Chair elections would take place at the first Committee after December.</p> <p>Mr Fletcher is stepping down as Chair of the Curriculum Committee and Ms Culpan said she would be willing to take on the role.</p> <p>The Chair thanked Mr Fletcher for all his hard work on the Curriculum Committee.</p>
<b>7.</b>	<b>Minutes of previous meeting</b>
7.1	<p>The minutes of the meeting held on 26th September 2018 were reviewed and the following points were noted:</p> <ul style="list-style-type: none"> <li>◦ On page 5: 'Isabelle' to be amended to 'Isabell'</li> <li>◦ On page 5: Zarina Lawley was present at the meeting (as noted on page 1) and therefore did not send apologies.</li> </ul> <p>With the amendments above, the minutes were <b>AGREED</b> as a correct record.</p> <p>Matters arising from the minutes of the Governing Body meeting 26<sup>th</sup> September 2019:</p> <ul style="list-style-type: none"> <li>• Point 5a. 3 and 4 relates to the Terms of Reference which are now agreed.</li> <li>• Point 5c.5 relates to the impact of the bulge class on the sibling numbers for consideration as part of the consultation on the admissions policy 2020 – 2021. The admissions policy is now out for consultation with a closing date of 11th January 2019. The policy has been published on the website, and the parents, the Cass Foundation, the local authority and neighbouring local authorities have been told. Ms Culpan asked how the policy was being communicated to parents. The Headteacher said she would check that it is included in the newsletter and the Chair said it would be mentioned at the Parents' Forum. <b>ACTION POINT:</b> The Headteacher to ensure that the admissions policy consultation is included in the Newsletter and highlighted at the Parents' Forum.</li> <li>• Point 5c. 8 The Chair has written to the Cass Foundation thanking them for the financial contribution to the school's new boiler.</li> <li>• Point 5c. 8 The working committee on capital expenditure had met earlier this term.</li> <li>• Point 5c. The follow up visit by Mrs Greenlees from the well being meeting looking at PHSE remains outstanding. <b>ACTION POINT:</b> Mrs Greenlees to carry out a governor visit looking at PHSE.</li> <li>• Point 12 a. The governors' email addresses have not yet been set up. <b>ACTION POINT:</b> Governors' email addresses to be set up for GDPR purposes.</li> </ul>

	<ul style="list-style-type: none"> <li>• Point 8. The exit interview policy is to be considered at the next Finance Committee meeting. <b>ACTION POINT:</b> Next Finance Committee to consider the exit interview policy.</li> <li>• Point 7.6: The statement/summary of the position for the mediation has been completed.</li> <li>• Point 8. B.iii Ms Moore has agreed to be the link governor for RE.</li> <li>• Point 9.1: The Chair reported that he had reviewed the information on the school website and invited other governors to do likewise. <b>ACTION POINT:</b> Governors to review information on the school website.</li> <li>• Point 9.1: The Pay Committee has met.</li> <li>• Point 9.1: The Lettings and Debt Recovery policies have not yet been to the Finance Committee. <b>ACTION POINT:</b> Lettings and Debt recovery policies to be added to non-statutory policies to be taken to Finance Committee.</li> <li>• Point 9.1: The dates in the SEND Information report have not yet been amended. <b>ACTION POINT:</b> Headteacher to amend the dates in the SEND Information report.</li> <li>• Point 10.2: Dates for tours of C space to be fed back to governors and SBM. <b>ACTION POINT:</b> Mr Jones to feedback the dates for tours of C space to governors and SBM.</li> </ul>
7.2	<p><b>Draft Minutes of Autumn 1 Curriculum, Pupil Achievement and Pupil Affairs Committee meeting 10 October 2018.</b></p> <p>The Minutes were noted. John Hall from the Foundation had been positive. There had been discussion on safeguarding and the revisions to the safeguarding policy this year, staffing, new initiatives, mental health issues, SIAMs and the new Church of England framework. Attendance and term time absence had also been discussed.</p>
7.3	<p><b>Draft minutes of Autumn 1 Staffing, Finance and General Purposes Committee 14 November 2018.</b></p> <p>The final minutes would be available at the next FGB meeting. The meeting had discussed the revenue budget, the School Business manager report, debt collection, premises, fire risk and actions, free school meals and there had also been a premises update.</p>
7.4	<p><b>School Council minutes 17 October 2018 and 28 November 2018.</b></p> <p>The minutes were noted. Positives from the first meeting had been school meals and the sandpit with the toilets being a negative. At the November meeting, positives were school meals and the Headteacher with the toilets remaining a negative. The Headteacher reported that the school chef had left the previous week and another member of catering staff, who is experienced in this role, is covering. There have been a number of applicants for the job so the school is hopeful of making a permanent appointment. Mr Fletcher asked whether the toilets would be mixed gender after the improvements and the Headteacher said that this is likely to be the case because there is minimal cost difference. The work is not yet out to tender and the school has to bid for funding. The Headteacher said the younger children already have mixed toilets. There would be a larger toilet to accommodate sanitary bins and the WCs would be full size. This would be helpful if the school is being let to adults and children are used to using full size WCs at home. The Chair asked whether parents are being consulted. Governors noted that there was no reason to consult parents although there may be enquiries. Parents would be informed</p>

	when the improved toilets open.
<b>8.</b>	<p><b>Reconstitution update</b></p> <p>The Chair, the Headteacher, Mr Wright, Ms Shortland, Mrs Greenlees and the Reverend Jorgensen attended mediation on 29<sup>th</sup> October 2018. No agreement was reached. The Department for Education has extended the deadline for the reconstitution of the Governing Body.</p> <p>A letter from Howard Kennedy LLP has been received proposing a Governing Body of sixteen, including five Foundation and four Church governors.</p> <p>The Chair said that a four Foundation and four Church governor arrangement was still the School's preferred option.</p> <p>Inigo Woolf, London Diocesan Board for Schools, has written regarding an equality and diversity statement within the constitution. The Chair stated that the school's position is that the inclusivity statement should be contained within a Memorandum of Understanding (MoU) outside the Instrument of Government.</p> <p>The Chair said negotiations would continue and that he would write to Howard Kennedy LLP to clarify expectations, re-iterating the preference for the four Foundation, four Church governor arrangement and that the inclusivity statement should sit outside the instrument of government. The MoU can be agreed once the makeup of the board has been finalised.</p> <p>This approach was unanimously <b>AGREED</b> by the Governing Body.</p> <p><b>ACTION POINT:</b> The Chair to write to Howard Kennedy LLP to clarify the school's position and expectations.</p>
<b>9.</b>	<p><b>Headteacher's Report</b></p> <p>The Single Year Plan 2018-19 and the Headteacher's Report had previously been circulated.</p> <ul style="list-style-type: none"> <li>• <b>Single Year Plan:</b> Mr Wright noted that there is a red rating for French and asked when the progression plan will be completed. The Headteacher explained that French is being covered by a supply teacher one day a week while the teacher is on maternity leave. There are plans for a framework and progression plan and it may be possible for St Paul's Cathedral School to help with this. In 40 minutes a week there is a limit in what can be achieved. The Headteacher said that this is not a top priority but there will be a plan by Easter to be fully embedded in September 2019. The school is focussing on Maths and the biggest concern is reading. Governors noted that certain children struggled to read for pleasure.</li> </ul> <p><b>ACTION POINT:</b> The Curriculum Committee will review progress on French at its Summer term meeting.</p> <p>The Headteacher presented her report and highlighted the following:</p> <ul style="list-style-type: none"> <li>• <b>Attainment and progress:</b> Fischer Family Trust and ASP documents have been circulated. There have been no more assessment points since September until this week. In year 3 the No More Marking assessment has taken place and the results are included for Governors' information. There had been a dip in progress at the end of KS2 in the summer although the children were performing well. Reading is a priority and the Reading Action Plan was circulated. In Year 6, for the first reading assessment, the children completed a KS2 SATS paper from 2016. The scoring is different but it gives a good indication and enables a gap analysis of strengths and weaknesses. The Chair noted that there are three children who are 'working towards' and asked what is being done to support them. The</li> </ul>

Headteacher said that they are receiving support in the form of home work club, classroom support and some 1:1 intervention. They are making slow progress and some processing issues may indicate SEND.

- Mrs Khan reported that teachers and teaching assistants had received good CPD for No More Marking. This a comparative judgement scheme which compares a series of two pieces of work side by side to establish a measurement scale. The children are given a task designed externally to work on independently which is very different from the tests and exercise the children are used to. They can focus on the flow of their creative writing rather than their work being spelling and punctuation driven, and children can see what good writing looks like so they can improve. Year 5 children have just completed a writing assessment and the approach allows teachers to see where the children's strengths and weaknesses are. The approach also frees up teachers' time and is uploaded online so the children's work can be compared and reviewed by many teachers in their own and other schools (some 420 schools are participating). Mr Wright asked what feedback is given to the children. The Headteacher said the feedback is to the class as a whole which is found to be almost as effective as individual feedback, and each child gets a writing age and rank relative to the standard. She said that the school is aiming for the children to complete three pieces of independent writing for assessment each year. It is good to see what the children are capable of achieving independently, gifted and talented children are well supported and the external validation of teachers' assessments is welcome. Mr Wright asked when the creative writing group will be starting and the Headteacher said that Mr Bello would be running it next term.
- **Safeguarding:** There are no children with Child Protection Plans in place, one child subject to a Child in Need plan and two referrals have been made to external agencies. More concern forms had been completed this term than for the same period last year. This is as a result of more awareness amongst staff of the need to complete concern forms to build a picture, and strengthens safeguarding in school.
- **Staffing update:** Permanent teachers are in place in all classes and Mr Bello will be in Year 4 for the rest of the academic year. Both EYP positions have been filled and the substantive Deputy Headteacher recruitment will take place before February half term. The Headteacher said that it is getting harder to recruit with NQTs and teachers being placed through agencies which are expensive for schools. There had been eleven applicants for one post but only one had been short-listed as it was not a strong field. Governors discussed different approaches to recruitment in the changing market, including the potential to advertise a rolling class teacher role on the school website in anticipation of staff leaving rather than waiting for the vacancy to occur. It was noted that the advertisement should be carefully worded to indicate that it is a rolling advert rather than that teachers are always leaving. Mr Wright said that current teachers could be encouraged to share opportunities through their networks. The Headteacher said some schools offer their staff an incentive to find teachers and job swaps and secondments can also be effective. She said that the Early Years practitioner's role had been retweeted and there had been 50 applications, some of which were strong. She said that she would circulate the current staff structure to governors for information.
- **Admissions:** Seven children have left since July and four joined in the autumn term from the waiting list. Mr Wright asked if there were any vacancies and the Headteacher replied that there were in Years 5, 3 and 2 and in reception. She said



that Tower Hamlets has a lot of school places and fewer children. This could be a problem for the future although the school is not currently affected. As a one form entry outstanding school it is more likely to remain full but the school should not be complacent. Ms Shortland said that school place planning looks ahead 20 years taking into account birth rates and demographics. It is difficult to identify accurate trends as there are so many variables. Brexit has had an impact, as have free schools and partnerships. Some children go out of the Borough for school while others come in from Tower Hamlets.

- **Behaviour:** Mrs Khan reported that behaviour books are being monitored. There is a good consistent system in place and children understand what is expected of them. Behaviour charts are to be signed by parents every week. Children are getting yellow cards mainly for not listening and interrupting rather than serious concerns about behaviour. More boys are getting red cards than girls. The Headteacher said that last year only red cards were recorded but the behaviour books also include yellow and blue cards. It is important to make sure SEND children are being supported. In response to a question from Ms Ryan, she confirmed that there are more boys with SEND than girls but this is changing as more girls are identified with autism. Mr Wright asked if there were repeat offenders and how the school works with parents in these circumstances. Mrs Khan said there are four boys in Year 6 who receive 1:1 counselling because they are unable to cope with their anger, and the school is trying to get the family to take support although they are reluctant. Teachers are receiving further training in January on behaviour management skills. There were no racist or bullying incidents or accidents, Fixed Term Exclusions or Permanent Exclusions to report.
- **Attendance:** Current pupil attendance rates are around 95%. There are 13 children in school with attendance at less than 90%. Letters are being sent to these families and strategies put in place. In response to a question from Ms Lawley, the Headteacher said that the attendance target is 97%. Attendance in Years 3 and 4 is good, and the lowest attendance is in reception. Attendance in Year 6 dips because of children attending secondary school open days.
- **Premises:** Blinds have been installed to reduce the glare on the smartboard screens especially in the Science labs. The canopy in the Early Years playground where the glass was slipping has been replaced. Classes 3 and 4 were redecorated during half term. Provisional planning permission has been received for the Adventure Cube. There is a significant risk that there may be archaeological interest although the excavation is shallow. The boiler has been replaced but the pipework is old so there is only a ten-year expected lifespan. The pipework is being checked regularly. The replacement cost is likely to be at least £800,000. The Foundation and City are aware of the issues although not the size of the anticipated cost.
- **Section 106 update:** Mr Wright said that some of the funding would be used for the toilet refurbishment which will probably take place over summer 2019. Dry lining the upstairs dining room to get a consistent feel can be carried out at the same time. The Section 106 money cannot be used to replace the pipework as this is a Health and Safety issue. The Headteacher said that the floors in the Year 3 and 4 classrooms need sanding and new sinks are required. She said more work could be carried out in the EYFS playground to the canopy, decking and playground landscaping and Mr Wright said that this would be later funding from the Cass Foundation and City of London. He asked how well the Science labs were being used and the Headteacher said their usage had increased now that the blinds are

	<p>installed and would continue to do especially as Mr Bello will be freed up after February. (He has a student teacher in his class who will be taking on more responsibilities).</p> <ul style="list-style-type: none"> <li>• Art club has been running this term with the focus on making poppies. Children are making tiles for the blue arc mosaic in the school entrance hall.</li> <li>• PE: the new PE teacher has settled well and has an excellent subject knowledge. Clubs have been challenging to organise this term due to a change in the way that coaches are procured and the need to bring more in-house.</li> <li>• There have been a lot of trips including sports competitions and two school journeys already this year.</li> <li>• Staff, including the office staff, are content with the revised wording of the Vision and the suggested charities have been discussed with staff and the School Council so this is ready to be launched in the Spring term.</li> <li>• RE: The RE Leader has been on subject leader training, staff have had CPD on Core Christian values and moderation is taking place with Deanery schools. Staff are working on defining 'Greater Depth' in RE.</li> <li>• CPD: there have been a lot of CPD and staff meetings so all staff, teachers and teaching assistants, know why they are doing things.</li> <li>• The bedtime story, which is part of the reading action plan, has been well received.</li> <li>• Mr Fletcher commented that he liked the way the information had been presented in the Headteacher's report.</li> </ul> <p>Governors thanked the Headteacher for her excellent report.</p>
10.	<p><b>Pupil Premium</b></p> <p>The Pupil Premium Strategy Report and the Pupil Premium Evaluation Report had previously been circulated. The reports were noted by governors. In response to a question from the Chair, the Headteacher said she would align the desired outcomes with the success criteria.</p> <p><b>ACTION POINT:</b> Headteacher to align the Pupil Premium desired outcomes with the success criteria.</p>
11.	<p><b>Sports Premium report impact and proposals</b></p> <p>Mr Wright asked which governor is the link for Sports Premium and it was confirmed that this is Mrs Greenlees. The Sports Advisor had been in school on 6<sup>th</sup> December working with the PE teacher on the new Ofsted expectations.</p> <p>Mr Wright noted that it is expected that in Year 6 90% of children achieve in swimming although swimming lessons stop in Year 4. He asked how the children will achieve against this target. The Headteacher said that this is a government target and that the school will start monitoring progress to its achievement.</p> <p>Mr Fletcher asked that a report on swimming be prepared for the Curriculum Committee in the Summer term.</p> <p><b>ACTION POINT:</b> Headteacher to prepare a report on swimming for the Curriculum Committee in the Summer term.</p>
12.	<p><b>Governance</b></p>
12.1	<p>Training update</p> <p>Governors had received SIAMs training and thanked the Headteacher for this. The Headteacher said that it is very useful to have the governors' input and that the staff welcomed it.</p>

	The Chair reminded governors to let Graham Watson know if they attend any training so he can update the record.
12.2	<b>Governors' visits</b> The Chair asked governors to prepare a report of any visit they make. The Chair said he had visited on Sports Day and made a strings visit. Mr Williams had also visited the school.
13.	<b>Approve policies and statements</b> There were no policies or statements for approval. Governors noted that there will be a large number of policies for approval next term.
14.	<b>Any Other Business</b> Mr Wright asked about engaging with families and said that initiatives to support home/school relationships were still relatively limited. The Headteacher said that the invitation to parents to lunch this term had been successful. Year 6 parents would be invited in February to look at the assessments and expectations for the children.

The meeting was closed at 5:50 pm

Signed

Date

Matt Piper

Chair of Governors