



Sir John Cass's Foundation Primary School

Full Governing Body of Sir John Cass's Foundation Primary School Non-Confidential FINAL Minutes

Wednesday 27 March 2019, 4.00-6.00 pm, held at school.

Membership

NAME	APPOINTED BY	TERM OF OFFICE	ATTENDANCE
Mr M Piper (Chair)	Chair St Botolph Aldgate	4 years expiring 31 August 2019	Present
Ms A Allan (Headteacher)	Headteacher	Ex officio, during term of office as Head	Present
Mr M Ali	LA Governor	4 years expiring 22 January 2023	Present, left at 5:45 pm
Ms I Culpan	Parent Governor	4 years expiring March 2022	Present, left at 6 pm
Ms A Frain	Teaching Staff Governor	4 years expiring 17 October 2021 or during term of employment at the School if this ends earlier.	Present
Mrs J Greenlees	Sir John Cass Foundation	4 years expiring 6 September 2021	Present
The Revd. L Jørgensen	Ex Officio The Rector, St Botolph Aldgate	While Rector of St Botolph's Church	Present, left at 6pm
Ms Z Lawley	Parent Governor	4 years expiring March 2022	Apologies
Ms B Makin	Support Staff Governor	4 years expiring 1 December 2021 or during term of employment at the School if this ends earlier.	Present
Ms S Moore	London Diocesan Board for Schools	4 years expiring 30 September 2021	Apologies
Ms B Ryan	Deanery	4 years expiring June 2022	Present
Mr D Williams	Sir John Cass's Foundation	4 years expiring 7 September 2021	Apologies (<i>post-meeting</i>)
Mr A Wright	London Diocesan Board for Schools	4 years expiring 4 October 2019	Present, left at 6pm

In attendance / observing

Ms L Webb	Business Manager		Present
Ms H Khan	Deputy Head teacher		Present
Ms T Shortland	City		Present
Ms M Brockmann (Clerk)	Hackney Learning Trust		Present

ACTION LOG

Item	Action Point	Responsible	Date by	Status	Meeting
4.3	Governors to ensure they have sent completed declaration of interest forms to the clerk by the end of term Follow up: DW to send form (see also item 4 of these minutes)	DW	21-12-18	Done, except DW	26-09-18 FGB
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		Done, except DW	26-09-18 FGB
5.2	Governors to let Graham Watson (GW) know if they wish to attend a Christmas event and to fill in a visit form. Follow up: GW to provide the visit forms submitted.	All		Pending	5-12-18 FGB
7.1	Headteacher to ensure that the admissions policy consultation is included in the Newsletter and highlighted at the Parents' Forum.	Head		Done	5-12-18 FGB
7.1	Carry out a governor visit looking at PHSE.	JG		Done	11-07-18 FGB
7.1	Governors' email addresses to be set up for GDPR purposes.	LB		Pending	11-07-18 FGB
7.1	Next Finance Committee to consider the exit interview policy. Agenda item for next Finance Committee.	Headteacher	Finance and Staffing Committee 13-02-19	Pending	11-07-18 FGB
7.1	Governors to review information on the school website and feedback any corrections to School Follow up; governors to send to Headteacher and Business Manager. School to upload GB minutes to website.	All governors		Pending	26-09-18 FGB
7.1	Lettings and Debt recovery policies to be added to non-statutory policies to be taken to Finance Committee.	Head		Done	26-09-18 FGB
7.1	Headteacher to amend the dates in the SEND Information report.	Head		Done	26-09-18 FGB
7.1	To feedback the dates for tours of C space to governors and SBM.	HJ		Done	26-09-18 FGB

8.	The Chair to write to Howard Kennedy LLP to clarify the school's position and expectations. Follow up: All documentation was sent to DfE by all parties, there was one week extension, now waiting for response.	Chair		Done	5-12-18 FGB
9.	The Curriculum Committee will review progress on French at its Summer term meeting. Agenda item for next Curriculum Committee.	Head	Curriculum Committee 22-05-19	Pending	5-12-18 FGB
10.	Headteacher to align the Pupil Premium desired outcomes with the success criteria.	Head		Pending	5-12-18 FGB
11.	Headteacher to prepare a report on swimming be prepared for the Curriculum Committee in the Summer term. Agenda item for next Curriculum Committee.	Head	Curriculum Committee 22-05-19	Pending	5-12-18 FGB
7	Feedback to Andrew Richardson about the strong assembly	School		Pending	27-03-19 FGB
8.1	Amend to correct figure for catering.	LW		Pending	27-03-19 FGB
9.5	All policies to be updated on the School website. Place link to Safeguarding on front page of the School website.	School		Pending	27-03-19 FGB
9.6	Report back on Deanery SEND discussions at the following Curriculum committee. Agenda item for next Curriculum Committee.	Head	Curriculum Committee 22-05-19	Pending	27-03-19 FGB
9.9	School vision to appear on all agendas and new standing agenda items: "What have the governors done to uphold the vision of the school in this meeting".	All/Clerk		Pending	27-03-19 FGB
9.11	Send data on air quality to parents and provide information on avoiding worst air pollution on walk to school	School		Pending	27-03-19 FGB
10	In-depth Children Centre Review presentation at the following FGB. (Agenda item for summer FGB)	TS/ School	10-07-19 FGB	Pending	27-03-19 FGB
11.4	Send visit report to Headteacher.	IC		Pending	27-03-19 FGB
13.7	The policy to be re-submitted for ratification at the following FGB (Agenda item for summer FGB)	School / All	10-07-19 FGB	Pending	27-03-19 FGB
13.8	Headteacher to check with Business Manager if the policy was sent to the Sir John Cass's Foundation, and if not, Business Manager to send it. Policy to be amended considering the comments	Head / LW		Pending	27-03-19 FGB
14	Discuss the possibility of starting meetings at 4.30pm at the next FGB	All	10-07-19 FGB	Pending	27-03-19 FGB

PART I: NON-CONFIDENTIAL MEETING

Item no.	Item
1.	Opening prayer The meeting was opened with a prayer.
2.	Welcome and introductions The Chair welcomed Mr Munsur Ali (MA), appointed LA governor in January 2019. All warmly congratulated and welcomed HK in her new role as Deputy Headteacher.
3.	Apologies and governor attendance It was noted SM and ZL apologies. DW sent apologies post-meeting. These were not accepted, as per School practice.
4.	Declaration by Governors of any personal and pecuniary interests in respect of items on the agenda not included in the Annual Business Register None were declared. It was noted DW's form was missing. ACTION: DW to send declaration of interest form to Clerk.
5.	Dates of the forthcoming meetings and events The following dates were noted: <ul style="list-style-type: none">• Teaching and Learning review - 26 April 2019 (all day event) – all governors welcome, there would be short slots, very useful, and could be done instead of link governor visit.• Curriculum, Pupil Achievement and Pupil Affairs Committee Meeting: 22 May 2019 at 4 pm.• Governors update meeting on the new OFSTED framework, followed by a summer social - 5 June 2019 4:30 - 6:00pm.• The Headteacher invited governors to judge the upcoming Easter Bonnet competitions, BR and TS confirmed they wished to attend.

<p>6.</p>	<p>Minutes of the previous Full Governing Body Meeting of 5 December 2018</p> <p>6.1 Approval The following amendments were noted:</p> <ul style="list-style-type: none"> • Page 3 curriculum meeting date was incorrect and needed amending; • HJ had already vacated the position so should not be recorded as absent. <p>With the amendments above, the minutes were AGREED as a true and accurate record of the meeting.</p> <p>6.2 <i>Actions</i> The actions were discussed and amended as per the Action Log above.</p> <p>6.3 <i>Matters arising</i> None were recorded in addition to the Log.</p> <p>6.4 <i>Chair's Actions</i> None were recorded.</p>
<p>7.</p>	<p>Minutes of committees and updates</p> <p><i>7.1 Non-Confidential Draft Minutes of Spring 1 Curriculum, Pupil Achievement and Pupil Affairs Committee Meeting of 30 January 2019</i></p> <p>The draft minutes were noted. The governors recorded their thanks to JF for his contribution and work on the Committee as Chair and to IC for taking on the role. The Chair gave a brief summary of the Curriculum meeting proceedings of 30 January 2019.</p> <p><i>7.2 Non-Confidential Draft Minutes of the Spring 1 Staffing, Finance and General Purposes Committee of 13 February 2019</i></p> <p>The draft minutes were noted. It was noted AW was re-elected as Committee Chair and thanks were recorded for his service. The Chair gave a brief summary of the committee meeting proceedings. The budget had been discussed.</p> <p>The Business Manager updated the governors that work would be done on the Dining Hall and the Canopy, and a meeting with the architects would be held soon to discuss plans. Timeline to complete the work is September 2020.</p> <p><i>7.3 School Council</i></p> <p>It was noted two meetings had been held recently, one on collective worship, another a trip to Guildhall. The Chair commented on the strong feedback on inclusivity and the assembly on friendship. The children really enjoyed writing prayers, which were now displayed on a designated space on the School walls and some were used in assemblies.</p> <p>ACTION: School to feedback to Andrew Richardson about the strong assembly.</p>

8	Finance
8.1	<p><i>School Budget</i></p> <p>It was noted that the financial information had already been scrutinised by the members of the Staffing, Finance and General Purposes Committee. The 3 budgets were in (marginal) surplus. LW had been cautious with income coming in, working with less funding than had been hoped for.</p> <p>The governors noted that the increase in pensions contributions, partly due to superannuation, was a substantial topic. For 2021, a further £32,000 had to be found. The 3 year forecast was difficult as there were many changes each year, so a year on year plan was recommended.</p> <p>The governors also noted the decrease in national funding. The DfE informed schools of 0.5 reductions nationally year on year in funding and the LA was looking at how to support the School, working within strict restrictions. Allocations depended on pupil profile – SEN, Pupil Premium. The trend for Pupil Premium was likely to decrease. Other options included looking at the Children’s Centre.</p> <p>It was noted that for the bulge class the music tuition cost was increasing, and the City contribution remained the same. The School looked at how to do things with the current provision. The action to write to City regarding this matter was pending.</p> <p>QUESTION: Catering numbers in E25 are correct?</p> <p>ACTION: LW to amend to correct figure.</p>
8.2	<p><i>Aged Debtors Report</i></p> <p>It was noted some debt for CCFC was written off by LA. This was taken out of the report. The debt generally was reducing, albeit slowly. LW chased parents every second week.</p> <p>It was noted the process for parents paying was very difficult and needed to be simplified.</p> <p>The School was looking at new providers, as SIMS Agora (the provider of the online system) was not adequate. The Business Manager has initiated procurement, requested 3 quotes, and was reviewing options. Procurement was a lengthy process and due consideration was given to security and GDPR compliance.</p> <p>QUESTION: Is it a system to log in online and for parents to see their account and how much they owe?</p> <p>ANSWER: Yes, but it is full of glitches and not very straightforward at the moment.</p> <p>It was noted that the school dinner payment refunds have been done. The City had taken on the payments for children Year 3 to 6. Due to the lack of synchronicity of financial and academic year, the school meal refunds had to take place. TS working with AA on a paper to be presented at the May committee, anticipating positive impact, and once agreement is given, this would be recurrent.</p> <p>Lunches had to be paid only for Nursery, across the board.</p>

	<p>It was noted school meals presented financial but also health-related benefits. The take up of school meals was approximately 99%.</p>
8.3	<p><i>Budget Approval</i></p> <p>The budget for the following year was unanimously APPROVED, with one of the governors expressing concern regarding the deficit projection noted.</p>
8.4	<p>The governors expressed thanks to Miller, ZL's employer and IC's employer Euronext for their generous donations.</p>
9.	<p>Head teacher's Report</p>
9.1	<p><i>Receptions Admissions</i></p> <p>The Headteacher presented the Receptions admissions and the governors noted that for 30 places in reception, there were 62 applicants, where the School was their first choice. Compared to other schools, the School was doing very well.</p> <p>QUESTION: What is the situation in Tower Hamlets?</p> <p>ANSWER: There are significant plans to reduce numbers, merge schools, and close schools. The School was not being hit by the dip in pupils, but this was a consideration to be taken into account.</p>
9.2	<p><i>School Roll</i></p> <p>The Headteacher presented the school roll (286). The governors noted that mobility was an important consideration when considering school roll numbers.</p>
9.3	<p><i>Attendance</i></p> <p>It was noted the School had recently sent letters to parents regarding pupil attendance – both for over 94% and under. 11 children were classed as persistent absentees (under 90%).</p> <p>QUESTION: How does attendance compare to last year?</p> <p>ANSWER: The attendance percentage is lower due to an increase in low level illness cases, and a few children had been hospitalised as well.</p> <p>QUESTION: Is the way attendance is recorded, including for 0-3, fair?</p> <p>ANSWER: Yes, attendance is recorded as per statutory requirements.</p> <p>The nurse is checking to ensure the hospitalisations are genuine, and conversations will be had to support general health. When compared to national figures, the School was doing very well, as the average was 95.9%.</p>

9.4	<p><i>Behaviour</i></p> <p>QUESTION: Year 6 appeared to display a high number of incidents?</p> <p>ANSWER: These were repeated incidents from the same children; one instance was particularly looked into, and after investigations it became clear there were issues at home, so Children's Services have become involved.</p> <p>QUESTION: Is there a significant impact on the class in the case of bad behaviour?</p> <p>ANSWER: Usually the teacher manages it well, and the children displaying bad behaviour might be moved so while there may be some impact on the neighbouring pupil, there is minimal impact on the whole class.</p> <p>SEND children may not receive a yellow card if their behaviour is explained through SEN</p> <p>QUESTION How is SEND connected behaviour managed?</p> <p>ANSWER: It depends on the needs of the child, sometimes in private, children may get time away from the class with an adult.</p> <p>It was noted that the Behaviour standards were very high compared to other schools and behaviour was generally exemplary. However, the School was keen to preserve the cards system, as they gave an indication of what was acceptable in the establishment.</p>
9.5	<p><i>Safeguarding Risks</i></p> <p>It was noted that SM performed a Safeguarding Audit, and the Headteacher presented the resulting actions.</p> <p>ACTION: All policies to be updated on the School website. Place link to Safeguarding on front page of the School website.</p> <p>It was noted that the audit was beneficial.</p> <p>QUESTION: How does the number of safeguarding concerns reported compare to the previous year?</p> <p>ANSWER: The numbers are higher, due to new staff who did not know the children and families, and so were filling forms for every conversation.</p> <p>QUESTION: Is the number of 3 referrals in 3 months normal?</p> <p>ANSWER: Yes.</p> <p>QUESTION: Should the governors be concerned there was no LADO referral? Are staff familiar with the process?</p> <p>ANSWER: The process is known, as there have been 2 LADO referrals last year.</p> <p>It was clarified that the questions should be if any concerns were raised and were they addressed, and was it appropriate to refer to LADO. It was evidenced staff were recording and reporting diligently. Next term there would be a staff LADO training, and it</p>

	<p>was expected that as staff will ascertain the threshold, there will be more conversations about whether it was necessary to make referrals.</p>
9.6	<p><i>SEND</i></p> <p>It was noted Sue Briggs observed small classes, looked at planning, how the needs of the children were met, commented that the subject knowledge and manner of teachers was excellent, and made recommendations on how to be more consistent.</p> <p><i>Feedback from Learning Walk</i></p> <p>The School was reporting on their SEND situation to the City every two months. City was questioning the high numbers of SEND and how it could impact on results, and they had been in touch of how they could support the School.</p> <p>At the last Curriculum committee, there had been an in-depth discussion on the topic, and agreed governors would monitor and look at figures for benchmarking.</p> <p>It was noted an educational psychologist came in fortnightly, so the children were assessed accurately and had good provision.</p> <p>The Head teacher would have a meeting at Easter with Deanery schools to discuss SEND.</p> <p>ACTION: The Head teacher to report back on discussions at the following Curriculum committee.</p> <p>The City SEND Board has set up a co-production group, and there would be a monthly meeting.</p> <p>It was noted vulnerable children were doing particularly well in RE.</p>
9.7	<p><i>Curriculum</i></p> <p>It was noted the Year 2 and Year 6 data had been updated as follows: – Y2: 80% E+, 13% GD, Y6: 93% E+ 36% GD.</p> <p>Year 4 had made great progress from the beginning of the year, changed attitude to learning, and were a success story.</p> <p>The governors commended these positive results.</p>
9.8	<p><i>EYFS</i></p> <p>It was noted that a new EYFS baseline had been proposed, the School was participating in the pilot, and would be given a headline on how the children had done, but not child-specific results. This would result in realignment to national measures and better calibration.</p> <p>QUESTION: Is it worthwhile realigning too soon?</p>

	ANSWER: No, the School will change at pace but keep informed about what was happening.
9.9	<p><i>CCFC</i></p> <p>It was noted CCFC was overall positive, it was a new system so the way to get to the outstanding judgement was yet unclear. There was a useful discussion and clarification of the vision for the governors.</p> <p>ACTION: School vision to appear on all agendas and new standing agenda items: “What have the governors done to uphold the vision of the school in this meeting”.</p>
9.10	<p><i>Staffing</i></p> <p>The Headteacher had sent a questionnaire to staff to get a sense of who might be considering leaving. The governors discussed the risk of not recruiting before May as the best candidates would already find positions. It was clarified the School was in the process of recruiting new teaching staff but had to be conscious of less financial flexibility.</p>
9.11	<p><i>Air Quality</i></p> <p>It was noted air pollution had dropped. The Headteacher would have a meeting with City about pollution. The funding for greening had ceased so that needed to be looked into. The Low Emission charge would start in a few weeks.</p> <p>ACTION: School to send data on air quality to parents and provide information on avoiding worst air pollution on walk to school.</p>
10	<p>Children's Centre Service Review</p> <p>A review of the Children’s Centre is underway and the model considered is a hub and spoke one, with the Cass centre as the hub. The proposal would be going to the Board on 29 March 2019, and afterwards would go through consultation. The timeline for the model to go live is September 2019.</p> <p>There would be a consultation with governors that would be taken back to members.</p> <p>The review recommended the creation of a City-wide performance management overview including public health. The review was very extensive and included health services, libraries, and other provisions. Through consultation, parents revealed they like universal things. The recommendations were not part of an efficiency exercise. However, the City would have more leverage in negotiating contracts.</p> <p>ACTION: The board had just finalised the recommendations, but there would be a more in-depth presentation at the following FGB.</p>

<p>11</p>	<p>Governance</p> <p>11.1 FGB updated Terms of Reference As the meeting was no longer quorate from this item forward, the updated FGB ToR was noted but could not be ratified.</p> <p>11.2 Link governors role review To be discussed at the next FGB.</p> <p>11.3 Training update IC, BR and MP had been on a CoL training session on School Governance. IC and ZL had attended Safeguarding training, also provided by the Corporation of London.</p> <p>11.4 Governors visits</p> <ul style="list-style-type: none"> • Sally Moore – Safeguarding • Jacqueline Greenlees – PSHE; recommended to link PSHE / curriculum and will review the next academic year; • Isabell Culpan – Phonics, very positive feedback. <p>ACTION: IC to send visit report to Headteacher.</p> <ul style="list-style-type: none"> • Laura Jorgenson and Matt Piper – SIAMS – 3 key questions for governors were discussed.
<p>13.</p>	<p>Policies and statements</p> <p>It was noted that the following policies had been already ratified by Curriculum, Pupil Achievement and Pupil Affairs Committee of 30.01.2019:</p> <p>13.1 Wellbeing and Mental Health Policy 13.2 Managing Serial and Unreasonable Complaints Policy 13.3 Complaints Policy 13.4 SEND Policy 13.5 Behaviour Policy 13.6 Safe Use of Digital Resources</p> <p>The governors had the following comments:</p> <p>13.7 Spirituality Policy The policy displayed good linkage with the school vision and inclusivity. ACTION: The policy to be re-submitted for ratification at the following FGB.</p> <p>13.8 Lettings Policy ACTION: Headteacher to check with Business Manager if the policy was sent to the Sir John Cass's Foundation, and if not, Business Manager to send it. Policy to be amended considering the comments below. The policy should request DBS and Child protection consistently. Signatories to understand they were liable (in the form at the end of the policy). The policy should state that the activities should be in keeping with the School's vision and values.</p>

14

Any other business

QUESTION: Was there any flexibility to start meetings at 4:30? In order to cater for governors with full time job requirements and to attract new governors who have a full time job?

ACTION: Discuss the possibility of starting meetings at 4.30pm at the next FGB.