

LONDON BOROUGH OF REDBRIDGE

REDRIDGE PRIMARY SCHOOL GOVERNING BODY

Minutes of the Meeting of the Governing Body held at the School
on Monday, 9th July 2018

PRESENT:

	Mr D. Backhouse – Chair
Ms T. Ahmed	Mr S. Ghosh
Ms J. Braysher	Mr M. Henry
Mr R. Chatterjee	Mr D. Low
Ms K. Cornwall	Mr K. Mushtaq
Mr Y. Din	Mr E. Saigol
Mr Z. Furreendan	

<u>ALSO IN ATTENDANCE</u> : Mrs M. Smith	Clerk
Ms P. Kambo	Deputy Headteacher, Observer
Dr K. Atwal	Executive Headteacher Designate, Observer

1. WELCOME AND APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mrs C. Downey and Mrs C. MacLeish.

Mrs K. Cornwall was welcomed to her first meeting as the newly elected staff governor.

The Chair wished to place on record the Governing Body's appreciation of the work of Mr Henry as Acting Headteacher of the school. Governors wished him well in his new post as Headteacher of Barley Lane Primary School.

The Chair introduced Dr Kulvarn Atwal, Headteacher of Highlands Primary School, who would be the Executive Headteacher at Redbridge Primary from 1 September, 2018.

Dr Atwal outlined his remit to provide stability and security to the school and to support the aspirations of the school community. He would ensure that the school was able to attract the best possible Headteacher candidate for the future and he gave a commitment to support the school

beyond the end of the year if the recruitment process took longer than initially anticipated.

Dr Atwal wished to place on record his thanks to Mr Henry for the work done to prepare for the handover and in this sense, governors were advised, work had already started to prepare for the autumn term.

Governors were advised that, as Head of Learning Leader, at Highlands Primary School, Dr Atwal was working in a similar context to Redbridge Primary School. He had high aspirations for the team and would quickly secure resources to ensure high outcomes for pupils. In terms of outcomes, Dr Atwal acknowledged that he would be accountable to the Governing Body.

Dr Atwal expressed the wish to work in an open and transparent way with the Governing Body. He was keen to continue to develop staff to ensure that the school was in an even better place in a year's time. During his visits to Redbridge Primary School Dr Atwal reported that he had already met individually with staff.

The role of the Governing Body to ask questions was acknowledged but as the operational lead for all staff and children, Dr Atwal expressed the view that the best Governors could do would be to trust him to get on with the job.

He said his aim was for every child to thrive emotionally, socially and academically. Dr Atwal acknowledged that the school benefited from a very supportive community and everyone wanted the very best for the children in the school.

In response to a governor's question, Dr Atwal explained that in a year's time there would be a very strong staff team and he would aim to secure this as early as possible during the year. He would seek to at least maintain or improve the outcomes in early years; aim to securing good development in writing and to ensure that Redbridge Primary has the highest outcome for pupils at the end of KS2.

Another aim would be to align the aspirational parent community with the structures in place.

Dr Atwal explained that his background was working in large primary schools with over 700 pupils and that he is able to secure high outcomes and progress.

A parent governor expressed the view that parents felt disjointed from the school and there were some sensitivity amongst the parent community. Dr Atwal explained that the summer was an opportunity for staff to have rest and for children to enjoy their holiday. The strength would be in the position of giving parents confidence and sharing the same goals and aspirations but there was a need to align values. The

importance of building trust was stressed to enable everyone to use their energies to work with the staff team and children.

Dr Atwal advised that he had met with some parents but from September there would be an evaluative, but assertive approach, to building trust with the community. By the third week in September everyone in the school community would be clear about their role.

Another governor asked whether Dr Atwal had any concerns about overseeing two schools now that he had had a chance to visit Redbridge Primary. Dr Atwal responded that since meeting the team at Redbridge he had less concerns and no specific worries about any particular aspect of the role. He assured governors that both schools would get the level of attention that was needed at any particular point in time. It was possible that Dr Atwal could be in both schools for some of every day.

Governors thanked Dr Atwal for his contribution and welcomed him to Redbridge Primary School.

2. MEMBERSHIP OF THE GOVERNING BODY

The membership of the Governing Body was received.

Governors noted the election of Mrs K. Cornwall as the staff governor.

3. MINUTES OF THE PREVIOUS MEETING

The Minutes of the previous meeting held on Thursday, 24 May, 2018 were received and agreed and signed as a true record subject to the following amendments:

- 3.1. Mr S. Ghosh to be added to the list of attendees.
- 3.2. Minute 5 to be revised from: 'Mr Sandu was not selected for appointment' to 'Mr Sandu was not invited to become an Associate Member'.
- 3.3. Minute 8 – correction of the spelling of Ms Braysher's surname.
- 3.4. Private and Confidential minute Page 2:
 - 3.4.1. Mr S. Ghosh to be added to the list of attendees.
 - 3.4.2. Amend 'Ms T Ahmed arrived' to 'Ms T Ahmed left'.
 - 3.4.3. Add final sentence to page: 'It was agreed that the principles would be shared with the Governing Body members'.

There was a discussion about whether the private and confidential minute needed to remain private and confidential. It was agreed that the Chair would contact Mr Stewart at the Local Authority to ask whether he was happy for the minute to be treated as not being private and confidential.

ACTION: Chair

On behalf of the parent governors, Ms Ahmed read out a statement explaining the views of the parent governors regarding email correspondence with the Chair between meetings.

4. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

There were no Matters Arising which were not already included elsewhere on the agenda.

5. REGISTER OF PECUNIARY INTERESTS

Any governor who had not yet done so was asked to complete and return to the school their Declaration of Pecuniary and Personal Interest Form. Paper copies of the form were made available.

ACTION: All Governors / HGS

6. DECLARATION OF PECUNIARY INTERESTS

There were no declarations of pecuniary interest in items to be discussed.

7. CODE OF CONDUCT FOR GOVERNORS

Governors were asked to check that they had signed the declaration confirming their agreement to the Code of Conduct.

ACTION: All Governors / HGS

8. SAFEGUARDING

It was agreed that the revised 'Keeping Children Safe in Education (KCSiE) document would be considered at the Autumn term meeting.

ACTION: HGS

All governors were asked to ensure that they had read Part 1 of the current Keeping Children Safe in Education Document.

ACTION: All Governors

The Safeguarding visit report completed by Claire Downey was received and noted.

9. APPOINTMENT OF EXECUTIVE HEADTEACHER

The Appointment of Dr Atwal as Executive Headteacher from 1 September, 2018 for a period of one year was noted. The Chair advised that there would be regular Review Meetings with the Chairs, Vice Chairs, Executive Headteacher and Deputy Headteachers of both schools during the year. The outcomes would be reported to both Governing Bodies.

10. ACTING HEADTEACHER'S LEADERSHIP REPORT

The Acting Headteacher's written report was received and the following points were highlighted:

- The Local Authority's Link Adviser had validated the school's 'Outstanding' judgement at each of the three visits during the year. The formal report of the summer term visit was still awaited. Governors wished to place on record their congratulations and thanks to all staff for maintaining such high standards in the school.
- Governors requested sight of the Audit Report and the Chair undertook to explore if this was possible.

ACTION: Chair

It was confirmed that of the recommendations included in the report were no 'red' recommendations and the Local Authority is monitoring the school's progress in addressing the amber and green recommendations.

- Parent surveys were due back before the end of term and the results would be shared with the Governing Body in the Autumn term.

ACTION: Headteacher

- The feedback from the recent staff survey had been positive and in particular staff had commented on the teamwork, the focus on children and teaching and learning and the improvements to the outdoor area.

There had also been some issues highlighted which needed to be addressed including pupil behaviour and leadership presence in the classrooms. A need to change the mindset of some staff to accept devolved responsibility was also highlighted.

- The provisional Summer data was noted. The school had been moderated for writing and Local Authority Officers had visited the

school for a whole morning. All Year 6 teachers attended the whole moderation and the Local Authority had commented positively about the model and acknowledged the school's commitment to the process by arranging cover for staff so that they could attend. The moderation process resulted in 7 children being moved from below expectation to at expectation.

In response to a question from governors, it was confirmed that the unvalidated KS2 results would be available confidentially by the end of the next day when the results were released. It was noted that the cohort had very high KS1 scores which would limit the school's ability to show progress now that they have reached Year 6.

Governors were advised that the final validated data, which is published by the DfE would not be available until the Autumn term. Progress measures, also published by the DfE, would not be available until later in the Autumn. It was anticipated that the Redbridge summary document, based on results for all Redbridge schools, would be available before the end of term.

The data related to Pupil Premium and SEND pupils' progress, published by the DfE, is not expected to be published until later during the Autumn term. It will be presented for discussion by governors at the first Governing Body meeting following its publication. Dr Atwal suggested that perhaps a specific meeting to consider school data might be a useful way forward.

ACTION: Headteacher / HGS

- Governors requested sight of survey results from both pupil and staff surveys.

ACTION: Headteacher

- In response to a question about the number of children with mental health issues, governors were advised that some children were having difficulty with their behaviour due not being able to manage their emotions. A trained counsellor was available and support from New Rush Hall outreach team. New Rush Hall is a Special School for behaviour and undertakes outreach work to support pupils in mainstream schools. Such support is funded if the child has an Education Health Care Plan (EHCP) but it was noted that the funding formula would be changing in September. Children identified to work with a counsellor are monitored on a weekly basis by their teacher. Advice is also sought from the Education Psychologists where appropriate.

Some children with anxiety have support from the school and work is done with the family to help them support their child.

Children with an EHCP are provided with 'transition books' for use during the holidays and these are appreciated by parents.

Governors extended their thanks to staff for the work done to support pupils, which was greatly appreciated.

- In answer to another question, it was reported that the staff receive annual training on the Equalities Act and the school has strong systems in place for equalities. Equalities and Safeguarding will be part of the September INSET programme.
- Governors were advised that there are no grades given to teachers following observations. All feedback is developmental and over a 2-3 day period, senior leaders will 'drop in' to classes at any stage.
- There are no Newly Qualified Teachers (NQTs) but four teachers have completed the Recently Qualified Teacher (RQT) programme.
- The benefits of the staff being involved in a number of networks and working collaboratively with a number of schools were highlighted.
- Peer reviews had provided good development for leaders and the opportunity to gain ideas from other schools such as a Handwriting Policy from one school and the role of support staff from another.
- A new senior leadership team structure would be in place for September. A number of staff had secured promotions.
- It was reported that all Continuing Professional Development (CPD) was based on Performance Management objectives.
- It was noted that the training needs of governors also needed to be considered. Governors would be invited to attend INSET sessions, e.g. Safeguarding, where appropriate.
- The School Learning Plan would be presented at the Autumn term meeting.

ACTION: Headteacher

- The reported staff changes were noted. It was confirmed that the NQTs were appointed for a one year fixed term period.
- The Acting Headteacher confirmed that the number of children on roll was 801.

- The attendance figure remained below the national average despite the very rigorous systems in place.

Governors requested that in future reports all acronyms be listed in full when first used.

ACTION: Headteacher

11. STAFFING

It was noted that the school will be fully staffed for September.

12. 2018/19 BUDGET

Governors requested a copy of the budget in Excel format. The Chair acknowledged this request but stressed the need for tabs with staff salary information to be removed from any document circulated.

ACTION: Headteacher

The surplus of £275k was noted.

It was agreed that a Finance Learning Session would be arranged in the Autumn term to enable governors to understand how the bases on which the school received its funding and understand how the budget had been allocated. Specifically, a breakdown of income was requested.

Governors noted the May (Month 2) Budget Monitoring Report.

13. SCALE OF CHARGES FOR LETTINGS

A parent governor questioned the rationale for the exclusion of parents from the discussion on the scale of charges. The Chair explained that parents could have a personal, pecuniary benefit from the use of the Breakfast and After School club if their child were to attend.

- 13.1. Governors asked how competitive the proposed figures were compared to the charges at other schools and whether there were any all-day bookings. It was explained that comparisons with other schools had been made. It was agreed consideration would be given to a daily rate being added. During a lengthy discussion on many aspects of lettings, it was noted that there were many factors which needed to be taken into account when calculating the charges, e.g. costs of the necessary services, caretaking, whether the rate should vary according to the size of the room, frequency of booking, benefit to pupils at the school etc.

A governor asked whether the school was looking at generating income during the Summer holiday as parents were interested in holiday clubs. It was explained that the current charges for the Breakfast and After School Club meant that the school was not

covering its costs for caretaking staff, heating, lighting, wear and tear etc., which would need to be rectified with a more realistic scale of charges before any further bookings could be considered. It was also pointed out that work going on during the holiday period, including cleaning and repairs, would make it difficult to let the school.

The Scale of Charges for Lettings was approved subject to the consideration of a daily rate charge being added.

- 13.2. Charges for Breakfast and After School Clubs – confidential item.

14. REVIEW OF POLICIES

14.1. Finance Policy

Governors were advised of the following changes to the policy:

- Reference to the Resources Committee had been removed as there was not currently a committee structure.

Governors approved the policy as presented, but requested a revised version for approval in the Autumn term to include:

- Clarity in 3.2 to confirm that the maximum of £10,000 was related to a single purchase;
- Inclusion of a Risk Management process to ensure compliance with the policy.

ACTION: Chair / Headteacher / HGS

14.2. Supporting Pupils with Medical Needs

Governors were advised of the following change to the policy:

- Removal in Section 7 to 'prescription only' medication as doctors often advised parents to administer 'over the counter' medication.

The policy was agreed as presented.

It was noted that the school could now purchase Epi Pens which could be used for children who had been prescribed an Epi Pen but which failed to function in the case of an emergency. The protocol was clear that an ambulance should be called in all cases of anaphylaxis shock.

15. FINANCE AUDIT RECOMMENDATIONS

It was agreed to consider this item at the Autumn term meeting when governors would have had the opportunity to consider the Audit report, recommendations and action plan.

ACTION: HGS

16. CALENDAR OF MEETINGS IN NEXT ACADEMIC YEAR

The calendar of meetings for the next academic year was agreed as presented.

17. ANY OTHER BUSINESS

17.1. Headteacher Recruitment Panel

It was suggested that the Headteacher recruitment panel be established earlier than proposed. In response to a request by a parent governor, the Chair explained that there would be no benefit in beginning the recruitment process for a substantive Headteacher before the start of the Spring term. He added that there is a set procedure for the recruitment process which would be followed and referred governors to the Calendar of Meetings which included a provisional date of Thursday 21st March to ratify the Selection Panel's recommendation. He agreed to include it as item on the agenda for the Annual Meeting of the Governing Body on Thursday 11th October.

ACTION: HGS

17.2. Publication of Minutes

There were a wide range of views expressed about the appropriateness of publishing the Minutes of the Governing Body meetings on the school website. It was agreed that the Chair would prepare a termly Newsletter for circulation to parents. Parents & Carers would be informed of important decisions either in the next issue of the regular Newsletter, or by a 'special edition', so they did not have to wait weeks to find out things.

ACTION: Chair

17.3. Process for adding items to the Agenda

In response to a question about the process by which governors can request items for inclusion on the Agenda of Governing Body meetings, the Chair explained that items are normally determined in accordance with an annual 'GB Work Plan', covering all the statutory and other requirements, for the academic year which would be presented for approval by the Governing Body at its Annual Meeting. The Clerk explained that the Agenda is usually finalised at least two weeks before the meeting, so requests should be made before then. The Chair pointed out that governors should not necessarily expect to see

their request listed as a separate Agenda item as it may already be covered elsewhere on the Agenda.

18. CONFIDENTIALITY

It was agreed that the discussion regarding the Lettings Charges for the Breakfast and After-School Club would be a confidential item.

Chair.....

Date.....

The meeting closed at 9.55 pm.

**Chair's
Initials**