

# Allfarthing Primary School

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## Meeting of the Full Governing Body 27 March 2019, 18:30

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### Minutes – Part A

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#### Present:

Andrew Bacon	AB	Local Authority (LA) Governor (Chair)
Tom Holmes	TH	Headteacher
Alex Priestley	AP	Co-opted Governor
Lorraine Wait	LW	Co-opted Governor
James Heale	JH	Co-opted Governor
Rachel Amankwa	RA	Parent Governor
Adam Kelly	AK	Parent Governor
Alison Olmi	AO	Parent Governor
Tom Walton-Gould	TWG	Staff Governor
Robert Cachia	RC	Associate Member

#### In attendance:

Helen Watts	HW	Clerk
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*The meeting opened at 18:30*

#### 1. Apologies for absence

Apologies were presented and accepted from Anna Mulcahy (AM) Co-Opted Governor, Matt Newman (MN) Parent Governor, Nicola Robson (NR) Associate Member and James Francis (JF) Associate Member.

#### 2. Declarations of Interest and Register of Business Interests

There were no declarations of interest and no updates to the Register of Business Interests Forms.

#### 3. Governing Body administration

3.1 Changes to governing board membership. The Chair informed governors that NS has decided not to renew her term as Co-Opted Governor. Her term ended on 18 March 2019. On behalf of the Board, the Chair thanked NS for all her hard work, time, support and commitment during the past four years. The Chair also reminded governors that AO and AK's term of office as parent governors ends on 18 June 2019. The school has already run a parent election and three candidates have put themselves forward. NR is also standing down as an Associate Member at the end of the summer term. Governors are aware that they need to find one co-opted governor. A short discussion ensued and AO offered to continue for one year as a co-opted governor if that would help the Board. AB and TH to discuss further, liaise with the relevant governors and report back to the summer term FGB meeting.

AB commented that he is still planning to resign as Chair of the Governing Board at the end of the summer term. AK's term as Vice-Chair also ends at the same time. LW commented that she may be interested in taking on the role of Chair in one year. LW has just completed the Taking the Chair training course offered by the LA, it covered the role of chairs of committees too. She has shared the course notes to the Dropbox and invited AB to review the Chair job description provided in the course notes to assist in drawing up a description for this role. AO mentioned that she is happy to play a supportive role and that perhaps LW and herself could consider co-chairing for one year. AB intimated that the biggest time factor is probably dealing with complaints, meetings with the HT and providing other support when needed. It is an advantage if someone works flexible hours but this is not always possible. AO, LW & AB agreed to meet separately to review the description and make a plan for academic year 2019/2020.

*Q: – A governor asked the Chair if he is stepping down from the role as Chair as well as a Governor?*

*A: - AB answered that he is hoping to stay on as a Governor for continuity and to ensure a smooth transition.*

**Action:** The school to organise a vote for two parent governors early in the summer term.

**Action:** AB and TH to consider how to fill the one co-opted governor post by the summer FGB meeting.

**Action:** AB and TH to discuss succession planning for the role of the Chair/Co-Chair and or Vice-Chair and liaise with LW, AO and other governors/members as necessary.

**Action:** AB to review the job description for the role of the Chair to help governors decide if they can take this position on, now or in the future. AB to update the document to DropBox.

### 3.2 DBS clearances

The SBM confirmed that all DBS checks for governors are up to date with the exception of Robert Cachia. His check is currently being processed.

### 3.3 Terms of Reference for Committees

As discussed and agreed at the Autumn 2018 FGB meeting, the Terms of Reference for all committees have been updated. The documents were **approved and signed** having been sent to governors prior to the meeting.

TH commented that each committee now includes a list of action points at the end of the minutes. All decisions and/or policies that are agreed are also made clear in the minutes.

## **4. Minutes of the previous meeting held on 27 November 2018 and matters arising**

The minutes of the meeting held on 27 November 2018 were **approved** as an accurate record of the meeting and **signed** by AB. The minutes were given to the SBM for filing at the school.

Governors noted an update on actions as follows:

Item 4 – SBM to post the most recent list of governor membership onto the website as soon as possible.

*Q: – In answer to a governor’s question, AB and TH confirmed that the governor surgeries have been taking place. One was organised for this morning. The surgeries have not been well attended to date. However, the Chair feels that parents/carers can get in touch with governors if they need to. Parent Governors are also present in the playground regularly.*

In order to continue to improve communication with parents and raise the profile of governors, governors asked MN to write a paragraph for the school newsletter following the spring term FGB meeting. The paragraph can include information about governor training and visits (including events and inset days), how governors contribute to the school vision and SDP. Clerk to copy MN in on the draft minutes for ideas.

AB reminded governors that he writes to parents at the end of the autumn and summer terms to update them on any issues related to governance.

Item 5 – TH to forward targets versus results for 2018-19 to governors for the autumn term 2019 meeting with data from the previous year for governors to review comparisons and trends.

Item 6 – *Q: – A governor commented that all governors need to ensure that anyone who leaves the Board needs to be taken off the DropBox distribution list.*

**Action:** SBM to post the most recent list of governor membership onto the website as soon as possible.

**Action:** MN to draft a paragraph for the school newsletter about the work of governors to include governor visits (including events and inset days), training and how governors contribute to the school vision and SDP. Clerk to copy MN in on the draft minutes for ideas

**Action:** TH to forward targets versus results for 2018-19 to governors for the autumn term 2019 meeting with data from the previous year for governors to review for comparisons and trends.

**Action:** Governors to ensure that governors are taken off the DropBox distribution list when they leave.

## 5. **Headteacher's Report to Governors (including school development plan)**

The Headteacher's report had been circulated prior to the meeting and reviewed by Governors. TH also sent out the following documents as part of the HT report: Note of Visit Spring 2019, Equality Objectives Statement, Pupil Progress FGB March 2019 and Copy of Course Tracker List 20.3.19.

TH highlighted the following issues for governors and invited any questions.

### Finance

TH informed governors that the carry forward for next year is looking even more healthy than initially anticipated. The figure is currently £118,000. The school has managed to claw back a significant amount (around £40k) during the year. This means that the school is now only going to be using approximately £12k of its carry forward. Over half of the money is due to teachers voluntarily coming out of the pension scheme, most temporarily. Budgets will continue to be highly stretched with the pension contributions coming into place next year, potential SEN costs and the school's profile of an increasingly expensive workforce.

### Staffing

TH explained that one member of staff has resigned but has not been replaced due to two returnees from maternity. Occasionally the school has had to use supply staff to cover absent staff. However, as numbers on roll have also dropped, the school does not need to spend so much on supply staff and has saved approximately £25,000 on supply staff. The Senior Leadership Team is trying to be more creative with covering staff absences and often step in to cover classes.

*Q - The Chair commented that he does not wish to see the SLT overstretched? He feels staff and the SLT need to maintain a balance between financial cuts and staff retention and well-being.*

*A - Both TH and JH answered that they find it is good to keep their hand in teaching. Also other staff are available to help. Some staff have been trained to L3 so they are able to cover classes.*

TH went on to say that there is a steady flow of children starting at the school.

*Q - The Chair noted that the number on roll used to be around 380 and is now over 400 which is positive.*

*A - TH agreed and expressed he is pleased with number given the current climate with numbers generally declining in most primary schools in the area.*

*Q - Is there a risk of Y3 going into two forms from three forms?*

*A - TH answered not at the moment. Three children have left but two have joined this year group. There is a bigger trend of children leaving from Y2 to either move to the country, private or boarding schools.*

*The Chair mentioned that the school continues to attract parents/carers with an interest in their child's education and therefore the school remains popular. However, the flip side of this keen interest and support is that some families are still looking to leave in Y5 or earlier to enter the private sector. TH*

*mentioned that Whitgift is offering pupils the opportunity to defer until Y6 but the agreement is verbal. JH added that he feels the conversation is changing. More parents/carers are now weighing up the benefits of staying at the school until the end of Y6.*

As well as including information about the number on roll and starters and leavers as discussed above, the HT report also gives governors a breakdown of number of boys, girls, number of pupils with SEN Support, Statement/EHCP, Pupil Premium and Free School Meals.

Attendance figures are shown for the last two years and the current attendance rate. The target for this year as in previous years is 97%. Attendance from 1.1.19 to 15.3.19 is 96.1%.

With regard to exclusions, please see confidential minutes.

School Development Plan Priorities – The HT report gives governors an update against each priority. The SDP priorities for 2018-19 are the following:

1. Consistency within teaching and learning is clear and visible across the school, demonstrated throughout the curriculum.
2. To improve outcomes in writing across the curriculum.
3. Children have access to and use a rich range of vocabulary.
4. All pupils are moved on to more challenging work as appropriate.
5. Pupil premium children make the required progress.

*Q – Is there a different atmosphere and element with level 3 teaching assistants covering class teacher work?*

*A - JH answered that the school has not had that conversation yet.*

*Q – Could the LA challenge the larger carry forward sum?*

*A – TH confirmed that the LA would not challenge a carry forward of this sum. The school is losing money through pupil premium like so many other schools, pupil numbers are generally dropping and the rising cost of teachers means schools have to be extremely cautious with their budgets.*

*Q – What are the effects of the pension contributions on the budget likely to be?*

*A – TH told governors that the government has said that it will contribute towards the pension contributions for two years. However, they have not done so far. The school has tried to budget for pay rises for teaching assistants but it is proving hard to budget for any rises for teachers and the senior leadership team.*

*Q- A governor asked about the additional issues that arose from repairing the boiler?*

*A- TH explained that the LA contractors unearthed some issues with piping and heating certain areas of the school. The SBM is liaising with the LA to come to an agreement with the costs. The work has not had a negative impact on the children.*

#### School Improvement Partner - Note of Visit

Governors congratulated TH and staff on the most recent Note of Visit from the School Improvement Partner. All comments from the visit this term are in green.

*The Chair mentioned the positive comments made about Teaching and Learning. The focus of this visit was the quality of teaching and the SLT and phase leaders took part in joint learning walks, visiting classes in all year groups. The SIP commented on the following:*

*significant quantity and quality of work in maths, writing and topic books:*

*clear progress seen in writing books across the school and;*

*topic books using the same expectations and targets for writing, with some high quality writing seen.*

*Q- The Chair asked with regard to Science, whether there is time in the curriculum to “Explore ways to make sure teaching includes opportunities for pupils to reflect on their learning and record what they have learnt”, as stated in the report.*

*A-TH answered that the SLT are looking into this issue at length. JH added that staff do allow time for pupils to reflect on their learning but perhaps teachers need more support on how they evidence this.*

*Q- The Chair also asked what the school is doing about the comment, “Agree how to develop a new and more creative approach to curriculum planning”, as this has been highlighted as an action.*

*A- TH told governors that the school is already doing this with English and Maths. The SLT are asking teachers to take more risks. The SLT started to introduce this message at Christmas. Staff now need to look at bringing “wow factors” into teaching which will be the difference between good and outstanding teaching. TH commented that the issue was raised recently at a staff meeting and teachers don’t feel they have enough time to plan creatively at the moment. However, the school is working on this issue. JH commented that perhaps the SLT and staff can agree a new approach to CPD, encouraging staff to focus on how to better address pupil needs and to take more personal responsibility for their own development.*

*A discussion developed amongst governors about a more creative approach to curriculum planning. TH told governors that how to lift teaching and learning is a priority for the school and KS1 and KS2 data is part of this. The SLT would like to develop a strong infrastructure and systems which then give teachers the confidence to run with a creative curriculum.*

*Q- The Chair asked whether it is quite hard for teachers to move away from a rigid system?*

*Q- Another governor commented that most teachers have a special and unique skills set which they bring to teaching. Perhaps it is a matter of building and sharing that skills set.*

*A- TH answered that teaching observations lessons could be based on teaching creatively? Teachers could observe each other and learn and share ideas.*

### Safeguarding

Please see confidential minutes - Part B

JH has met with AM as one of the two safeguarding link governors to discuss a format for future meetings and how to record cases. Please also see spring term 2019 Children, Families and Community draft committee minutes.

A short discussion took place about Place2Be at this stage of the meeting.

*Q-A governor asked whether the school continues to use the organization?*

*A- TH confirmed this to be case. The staff and management work with the school and children well. However, teachers feedback about the impact on Place2Be on specific children is not as positive as the information provided by the organization. Place2Be claim that they see a 80% improvement in children they work with. The school’s assessment is closer to 40/45%. TH told governors that the alternatives would cost the same and the school may lose some of the beneficial aspects delivered from Place2Be. He added any alternative would have to provide a very good service. TH needs to look into what the school really needs. There are one or two issues that the school might deal with differently. For example, Place2Be prefer to wait for a child to express any anger issues. However, the school feel it is something the organization should raise with a child when noticed. The service is not perfect but the school needs to work with Place2Be and hold them to account when necessary. JH followed up by saying that the school does get value for money with Place2Be. Also if it provides children with a safety net, then that is positive too. It is definitely good for the childrens emotional well-being.*

Staff CPD Please see the document “Copy of Course Tracker 20.03.19”

JH mentioned that the SLT never turn down staff requests for CPD trainings.

*A governor commented that he felt the fact that Place2be is anonymous and freely available to children is very helpful.*

*Q- Are more parents using the service?*

*A- TH confirmed that parents are using the service to full capacity but it is not necessarily the right parents.*

#### Assessment Review Arrangements

AB offered to come in during the week of 13 May to ensure that the tests are being carried out correctly on behalf of governors.

*Q- A governor asked if the school is maximizing each child's potential to do as well as possible?*

*A- The staff governor and Y6 teacher answered that the school has reviewed the guidance and access arrangements to ensure that everything is in place to maximise the children reaching their full potential.*

The school ensures that there are enough staff to monitor the children.

<b>Action:</b> AB to come in during SATs week to monitor SATs arrangements.
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#### Challenging the More Able

TH drew governors attention to the comment for action made by the SIP about Reading “Ensuring that guided reading sessions are consistently productive and challenging across all classes”.

*Q- How is punctuality?*

*A- TH answered that the school is trying to improve some lateness with some families.*

*Q- The Chair asked whether under the EYFS section, why children were not provided with the resources the SLI mentioned?*

*A- TH answered that the teachers did not have the equipment out that particular day.*

#### Pupil Progress

TH provided governors with a very useful narrative of pupil progress and attainment to date. Please see document “Pupil Progress March FGB 2019”.

TH reminded governors that it might be a challenge for Y6 to meet their targets this year for reasons outlined in the document.

*Q- Is the school targeting particular children and using intervention?*

*A- TH confirmed this is the case.*

#### Equality Objectives Statement

The objectives having been sent to governors prior to the meeting were **agreed**.

## **6. Reports from Committees**

### **6.1 Children, Families and Community Committee (previous meeting 26 March 2019)**

The minutes having been previously circulated, there were no further comments from the Committee Chair.

### **6.2 Curriculum Committee (previous meeting 13 February 2019)**

The minutes having been previously circulated, no further comments were added from the Committee Chair.

### **6.3 Staffing Committee (previous meeting 14 February 2019)**

The minutes from the recent meeting were circulated previously and there were no further comments.

#### **6.4 Finance and Premises Committee (previous meeting 27 February 2019)**

The SBM informed governors that a sub-committee is hoping to meet on 22 May to receive and note the end of 2018/19 budget. The sub-committee will also put together the initial 2019/20 budget. Governors **agreed** to delegate the initial budget to the sub-committee. The budget can be ratified by the full governing board by email or at the summer term FGB meeting.

*Q – A governor asked if it is worth thinking about drafting a three year budget plan in order to assess future risks in order to mitigate them as much as possible?*

*A – TH answered this is certainly possible.*

AP presented the SFVS document to governors. The document was circulated to governors for comment prior to the meeting.

*Q: In answer to a governor's question, AP agreed to answer point 19 and provide an example.*

Governors **agreed** that the SFVS can be sent to the LA by the 28 March deadline, once the issues appertaining to point 19 have been answered.

#### **7. Governor Training and Visits**

The following training has been undertaken since the last FGB meeting. Please see the full list of governor training for all training done to date.

<b>Name of Governor</b>	<b>Date of training</b>	<b>Focus</b>
Lorraine Wait	February 2019	Taking the Chair
Rachel Amankwa	January 2019	Strategic Planning for Governors
Matt Newman	January 2019	Using Data to support and challenge

**Governor Visits** - Governors noted receipt of reports previous circulated.

<b>Name of Governor</b>	<b>Date of visit</b>	<b>Focus</b>
Anna Mulcahy	29 January 2019	EYFS visit
Alison Olmi	11 February 2019	SEND visit
Lorraine Wait	13 March 2019	Performance Management

## 8. Chair's Report

The Chair told governors that the Chair's Briefing took on a new format in January 2019. The evening was divided into 4 workshops to cover: Attendance, Outstanding Governance, SEND and Finance.

Between 2017/18 35 out of 65 schools have seen a decline of numbers on roll. One school is down by 53 pupils and 2 possible new schools might be built in the local area.

Wandsworth has the biggest gap between PP and non-PP and the biggest contributor is attendance.

An issue that was also mentioned is that black Caribbean children are the lowest performing group in Wandsworth. TH mentioned that the school has a small minority from this group but they too underperform as mentioned in the HT Report. Typically, they start at the school as in year admissions. The school continues to review induction processes for these children.

*Q – A governor commented that different pupils and different ethnic groups will arrive at the school and the school has a duty to do its best for all pupils*

*A – The HT agreed.*

*Q – Are there any children who do not speak any English at all?*

*A – TH answered that one or two children arrive with no English at all.*

*Q - In answer to a governor's question, TH has agreed to work with the SLT and approach other Headteachers to discuss how to improve the performance and outcome of all ethnic, pp and SEND groups who are under performing.*

**Action:** TH and SLT to approach other Headteachers to discuss how to improve the performance and outcome of all ethnic, pp and SEND groups who are underperforming.

The Chair gave governors a detailed overview of the Director's Report at this point. He mentioned the following:

Wandsworth has three priorities:

- 1) Narrow the gap between black Caribbean children and their peers as mentioned above. The data from the local authority show this group to be most underperforming group;
- 2) Decrease the gap between advantaged and disadvantaged children;
- 3) To review and improve SEN attendance and persistent absence.

The Director's Report provides a link to the new Ofsted Framework. The consultation ends on 5 April. The report also asks Governing Boards to think about being as diverse as possible. Well being of governors is also mentioned. There is also some information about academically gifted disadvantaged children.

## 9. Policies

9.1 The Inclusion Policy and SEND Information Report having been approved at the spring term CFC meeting, was **approved and signed** by governors.

*Q – A governor asked why the policy includes “additional needs” and not SEND.*

*A – TH answered that this is the language the school uses internally.*

*Q – Another governor asked that the policy states that there is an expectation that all class teachers work 1:1 with SEND children, supported by a teaching assistant where relevant. Is this realistic?*

*A – JH said he will double check the policy on P7 and come back to governors.*

**Action:** JH to check wording about class teachers working 1:1 with SEND children.

## **10. Director's Report**

Please see item 8.

## **11. Any other business**

### Emotional well-being project

JH told governors that he is taking the lead on an emotional well-being program for the school. The aim is to achieve a well-being award. Well-being is also a big feature of the new proposed Ofsted framework. It could be a very exciting project. JH wants the project to be a whole school approach to include children, staff, parents, governors, volunteers and members of the local community.

JH told governors that he would like their approval and he would also be grateful if one governor could be the link governor for the project.

*Q – Is there an organisation running the award and what does the project entail?*

*A – JH told governors that the project is run by a company called Optimus and he will send on any information as necessary.*

RA **agreed** to be the link governor with support from AB and AO.

### DropBox

Governors agreed that so far the use of DropBox has been very helpful to find, store and access documents.

The Chair thanked AM for setting up the DropBox and LW for her contribution.

Governors agreed to review the system at the summer term FGB meeting.

<b>Action:</b> Governors to review DropBox at the summer term FGB meeting.
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## **12. Date of the next meeting**

10 July 2019 at 6.30 pm at the school

*The meeting closed at 20.20pm*

### **Documents for filing with the minutes:**

Committee Terms of Reference (All Committees)  
Minutes from the meeting 27 November 2018 (Part 1 and Part 2)  
Headteacher's report and associated documents  
School Link Inspector's Report  
Reports from Committees  
Governor Visit Reports  
Policies as listed under item 9  
Directors Report  
Governor Training List  
LA Training List