

Minutes of a meeting of the Governing Body of Fox Primary School held at the School on Monday 29 September 2014 at 6.00 p.m.

## **NON-CONFIDENTIAL**

### **PRESENT**

Mr P Cotter (Headteacher) (PC)	Ms J Terry (JT) (Chair)
Ms S Aydin (SA)	Mr A de Segundo (ADS)
Ms E Kerr (EK)	Mr S Landers (SL)
Ms R Morgan (RM)	Ms K Pearce (KP)
Ms H Rickman (HR)	Mr A Sutcliffe (AS) (left at 7:30)
Ms T Villarosa (TV)	Mr Benjamin Ward (BW)

### **OBSERVERS**

Ms E Madden (EM) (Deputy Headteacher) (Associate Governor)  
Ms Carolyn MacLeish (CM), MJR Consultancy, Clerk for Governors

#### **1. APOLOGIES**

Apologies for absence were received from Ben McMullen.

RESOLVED: that the following absence be noted:

- BM

#### **2. DECLARATION OF INTERESTS**

There were no declarations of interests given in respect of individual items on the agenda.

#### **AND**

The Clerk circulated declaration forms for completion by governors. The governors present duly completed and passed back to the Clerk for processing.

Discussion.

RECEIVED.

#### **3. RECONSTITUTION OF THE GOVERNING BODY AND INSTRUMENT OF GOVERNMENT**

The clerk referred governors to the pre-circulated Instrument of Government (IOG) drafted by RBKC. The IOG reflected the decision governors voted unanimously in favour of in the last governing body meeting on 7 July 2014. Governors had voted to reconstitute the governing body of Fox Primary School as detailed below:

- 2 Parent Governors (SA and BW)

- 1 Local Authority Governor (ADS)
- 1 Staff Governor (HR)
- 1 Headteacher – Ex Officio (PC)
- 8 Co-Opted Governors (to be appointed)

SA, BW, ADS, HR and PC voted unanimously to approve the new IOG for the governing body of Fox Primary School.

Discussion.

RESOLVED: that a) that the governing body approved the Instrument of Government drafted by RBKC for Fox Primary School's governing body, which came into affect on 29 September 2014. (unam)

#### **4. ELECTION OF CO-OPTED GOVERNORS**

PC and ADS nominated and seconded the governors below for the vacant Co-Opted Governor Posts. The candidates gave a short synopsis of their skills and governors voted on their individual candidatures.

Jodie Terry – "Accountant, worked for fifteen years in business and banking with a particular interest in the application of 'plain English'. Currently writing as well as working on the development of several start up businesses. Parent to two children at Fox and one at Holland Park." Elected unanimously.

Sean Landers – Professional involved in business and finance for the last 25 years. Ran own business in the USA for seven years. Two children attending the School and one attending Holland Park. – Elected unanimously.

Kezia Pearce – Architect for many years, trustee board member for a LA nursery. Four children. Three children attending the School and 1 at Holland Park – Elected unanimously.

Emily Kerr – Strategy Consultant with corporate and PR experiences. Member of the local community in West London. – Elected unanimously.

Andrew Sutcliffe – Practising barrister and part time judge. Member of a local housing association committee for overseas students and a keen beekeeper. – Elected unanimously.

Tina Villarosa – Practising barrister. Sits on pupil appeal panels for the LA. Two children at university. – Elected unanimously.

Ros Morgan – Assistant Headteacher at the School. Been with the School for 11 years. Interested and involved in current education debate and research. Long-standing relationships with staff, local community and parents. – Elected unanimously.

JT advised governors that she had spoken with Shane Saleem and she had decided not to stand for another term of office and had asked that her thanks and best wishes be extended to the School and the governing body.

Governors asked that it be formally noted for the record that they wished to thank Ms Saleem for her years of service to the School.

Discussion.

- RESOLVED: that a) Jodie Terry be appointed a Co-Opted governor of the newly reconstituted governing body of Fox Primary School; (unam)
- b) Sean Landers be appointed a Co-Opted governor of the newly reconstituted governing body of Fox Primary School; (unam)
  - c) Kezia Pearce be appointed a Co-Opted governor of the newly reconstituted governing body of Fox Primary School; (unam)
  - d) Emily Kerr be appointed a Co-Opted governor of the newly reconstituted governing body of Fox Primary School; (unam)
  - e) Andrew Sutcliffe be appointed a Co-Opted governor of the newly reconstituted governing body of Fox Primary School; (unam)
  - f) Tina Villarosa be appointed a Co-Opted governor of the newly reconstituted governing body of Fox Primary School; (unam)
  - g) Ros Morgan be appointed a Co-Opted governor of the newly reconstituted governing body of Fox Primary School. (unam)

## **5. ELECTION OF CHAIR AND VICE-CHAIR OF GOVERNORS**

The clerk reminded governors that the current terms of office for the positions of Chair of Governors and Vice-Chair of Governors had expired on 28 September 2014.

Discussion.

- RESOLVED: that a) Ms J Terry be elected the Chair of the Governing Body of Fox Primary School (unam.);
- b) Mr Sutcliffe be elected the Vice-Chair of the Governing Body of Fox Primary School (unam.);
  - c) the terms of office for the position of both Chair of Governors and Vice-Chair of Governors extend to the day before the first ordinary governing body meeting of the Autumn Term 2015.

## **6. MINUTES**

The minutes of the meeting held on 7 July 2014.

Discussion.

RESOLVED: that the minutes of the meeting held on 7 July 2014 be signed as a true record subject to the following amendment:  
P5 Item 7 School Redevelopment Update, bullet point 2 to read "Children's services had found additional funding for the programme and the overall budget for the programme had been reduced by approximately 7%"

## **7. MATTERS ARISING FROM THE MINUTES**

### **(Item 8 School Admissions)**

The clerk advised governors that if any governor had a vested interest in the item they should excuse themselves from the discussion. All governors stated that they did not have a vested interest.

EK recapped on her presentation from the last meeting and the following points were raised in discussion with governors:

- EK had reviewed the LA's Admissions reports produced by Wendy Anthony and unpicked the following key points:
  - the furthest non sibling pupil admitted in 2010 lived 500 metres away from the School and in 2014 this had been reduced to 97 metres;
  - the percentage of pupils currently on FSM's was very low and was currently 8%;
  - in 2009 three pupils in the year's Reception intake were siblings not living in the School's priority catchment area;
  - in 2014 eight pupils in the year's Reception intake were siblings not living in the School's priority catchment area;
  - there was a strong sense that more affluent parents were moving to the area and securing a place for one of their children, then moving out of the area and thus ensuring their other children would be offered sibling places at the School. The current system favoured more wealthy parents and disproportionately disadvantaged pupils from financially poorer backgrounds.
- EK advised that there were three options open to the School:
  - Random Allocation (Earliest possible date would be for September 2017).
  - Changes you the admissions code meant that schools could stipulate a minimum level of FSM. The LA was assessing whether to make this available to RBKC schools but early indication were that Councillors would not be in support of this option;
  - Reversal of the School's existing sibling policy;
  - Change the School's Priority area.
- several governors stated that they were unhappy with the idea of a Random Allocation as they felt it would be against the principles of a community school;
- in countenance of this point of view several other governors stated that the current admissions system limited diversity and equality of opportunity for potential pupils and favoured those from more affluent backgrounds;
- KP stated that she believed that once the School moved to a two form entry school in 2017 with larger class sizes the issues with admissions would be addressed naturally, by some parents electing for the smaller class sizes of the private sector;
- EK countered that she did not believe the change to two form entry would address the inequalities of the system however she agreed that given the proposed changes to the size of the School and its building it made sense for any changes to the admissions policy to be made for the cohort starting in September 2017;
- governors were advised that the LA were keen to change to the Random Allocation admissions policy. The policy would be available to all RBKC community schools (did not apply to faith schools). Cllr Will was particularly keen to ensure equality of opportunity for all children in the borough;

- BW suggested that governors should send the Borough Admissions team a letter stating the governing body were strongly in favour of ensuring there was a larger percentage of the School's pupils on FSM, however due to the proposed changes to the School they would like to delay making any changes until September 2017. Governors agreed if the LA did not agree they would review other options;
- governors asked EK to re-circulate her presentation so they could review the data and think about potential solutions;
- EK agreed to draft the letter to the LA on behalf of governors;
- JT thanked and congratulated EK on her fantastic work and investigations into the School's possible options on admissions.

Discussion.

RESOLVED: that governors would write to the Borough admissions team expressing their wish for their admissions policy to remain as it is until the admissions process for the September 2017 intake. (unam)

## **8. COMMITTEE MINUTES AND MATTERS ARISING FROM THE MINUTES**

### **8.1 Curriculum Committee (24 September 2014)**

Minutes of the meeting were available on the governor's drive.

SA, Committee Chair, reported on the issues discussed at the meeting, namely:

- SA elected committee chair;
- Home School Agreement had been sent out to parents and had been signed by the School and pupils too. The feedback to date had been good;
- the committee went through the School's Safeguarding and Child Protection document. JT was appointed the designated governor for safeguarding issues;
- the committee reviewed and approved the Sex and Relationship Education Policy document;
- PC ran through the format of the new school reports and advised the committee that the feedback from parents had been positive;
- Lucy Green the School's SEND Co-Coordinator presented the New Code of Practice for SEND pupils. The committee was advised of the impact of the changes to the School as it had the highest number of SEND pupils in the LA;
- the committee had reviewed the terms and would present their final version at the next governing body meeting for ratification;
- Ms Hardisty the School's music teacher was currently on Maternity Leave. Mr Watkins was in charge of the admin for Music at the School at the present time;
- Mr McMullen and Ms Noy were in Shanghai learning about maths techniques for the School's Maths Hub programme;
- the next governors' curriculum visit would be at 5:00 p.m. before the next governing body meeting. The visit would focus on how teachers assess at Fox and governor would be sent more information by email.

### **8.2 Finance Committee (25 September 2014)**

JT, Committee Chair, reported on the issues discussed at the meeting, namely:

- the committee had reviewed the terms and would present their final version at the next governing body meeting for ratification;
- the committee reviewed the School's Charging Policy to take into account the wording related to staff accompanying SEND pupils on trips, BW was in the process of reviewing the statutory guidelines to voluntary contributions;
- the School's carry forward was anticipated to increase from the predicted £83,000 to £106,000. The School had received additional SEND funding, funding for the Maths Hub, Maternity Insurance payments and the Sports Grant funding;
- the committee reviewed the School's Asset Register;
- the new Playcentre rates were in place;
- the committee would receive an update on the effectiveness of the School's Solar panels.

### **8.3 Premises Committee (24 September 2014)**

KP, Committee Chair, reported on the issues discussed at the meeting, namely:

- the committee reviewed the fire inspection report and were looking to appoint two fire marshals per floor. To date PC, EM and BM were fire marshals. The School would have weekly fire alarm testing;
- Michelle Mayadag had centralised the School's risk register for out door activities;
- the committee had reviewed the terms and would present their final version at the next governing body meeting for ratification;
- the committee had reviewed its policy list and moved some policies from its list to the Finance committee list;
- Harry Williams (Site Manager) would join the committee to give his daily, weekly and quarterly reports to the committee. He had no major issues to report;
- there were some of the School's fire doors, which were not compliant, and interim measures were being used. The School was in the process of obtaining quotes;
- the School were waiting to hear from the LA regarding fixing leaks in the School's roof;
- the School was currently rat free, bait was being laid out regularly but was not being eaten.

### **8.4 HR Committee (25 September 2014)**

Minutes of the meeting held on were circulated and noted.

ADS, Committee Chair, reported on the issues discussed at the meeting, namely:

- the committee had reviewed the terms and would present their final version at the next governing body meeting for ratification;
- the revised School Pay Policy would be reviewed at the next committee meeting and the final version would be presented at the next governing body meeting for ratification;

- governors were advised to refresh their safer recruitment training online;
- the pay committee had reported approving an application for a teacher to progress on the UPR scale and approving the Headteacher's pay recommendations for staff. The Pay committee was made up of the following governors: ADS, JT and EK.

Discussion.

RECEIVED.

### **8.5 Committee Memberships and Terms of Reference 2014-15**

Governors agreed that they were happy with their existing operating procedures and protocols

Discussion.

RESOLVED: that a) the following changes in committee memberships be approved:

- Premises and Curriculum: PC, KP (Premises Chair), SA (Curriculum Chair), HR, JT, EK, RM and Harry Williams (Premises Only).
  - Finance and HR: PC, JT (Finance Chair), ADS (HR Chair), SL, BW, AS and TV
- b) committees be asked to review their terms of reference for the 2014-15 school year for presentation and endorsement at the next full governing body meeting;
- c) the following changes to link governor posts be made:
- Community & Eco/Environment and Science: AS
  - DT & Art and Music: BW
  - EAL & PE: ADS
  - English & PSHE: JT
  - History & Geography and RE: SL
  - Computing & Mathematics: EK
  - MFL: TV
  - SEN: KP
  - EYFS: SA
- d) the following link governor visits were agreed for 2014-15:
- Maths (EK) and Science (AS): Second Autumn GB Meeting
  - History, Geography and RE (SL): First Spring GB Meeting
  - PSHE and SMSC (JT) and MFL (TV): Second Spring GB Meeting
  - EYFS (SA) and PE (ADS): First Summer GB Meeting.

## 9. ANALYSIS OF SCHOOL'S RESULTS FOR 2013-14 AND SCHOOL IMPROVEMENT PLAN

EM referred governors to her Whole School Attainment reports and highlighted the following points to governors:

- the School was awaiting the Raise Online data and the LA analysis of the School's results;
- pupils progress in Reception, the Y1 Phonics test, Y2 and Y6 was at least expected and for a large number of pupils exceeding expected levels;
- 64% of pupils achieved "expected" good level of development (GLD) in Reception across the three prime areas of learning;
- SIMS data showed that 100% of pupils in last year's Y6 had made more than two levels of progress between the end of KS1 and KS2;
- The SIP for this year was to achieve more L6's in Y6. The School would now be teaching the L6 curriculum in Reading partly to improve the number of pupils attaining L6 and to enrich the curriculum
- Pupil attainment at the end of Y2 was the highest it had ever been and there were no key action points;
- Y1 Phonics results had decreased slightly. There had been two statemented pupils in the year group. The School had identified two more pupils within the cohort who the School were applying for statements;
- the current Y2 had a higher level of SEND pupils and was a larger cohort than other years. Despite their SEND needs attainment was high and the School was not overly concerned and had the appropriate measures and intervention in place. Although the cohort had not performed as well in the Phonics test as the previous Y1 their results were still significantly above the national average by 10%. The School had also reviewed the test and had judged it to be significantly harder than the previous year;
- Reception – the number of pupils achieving a GLD had improved significantly and a high proportion of pupils had attained "exceeding";
- the current Y5 had made less than the expected progress in writing compared to the national average and this included PP and non-PP pupils. The School had addressed low attainment and progress for the current Y5 pupils in the SIP and had broadened the texts taught in Y4 to try to avoid the same dip this year. Additionally the SIP was also targeting some of the Y5 pupils in Maths. Governors were advised that there were three statements in the year and one pending;
- the current Y6 were on track to attain their targets. The current Y6 in Y4 had eight pupils who had not been on track and by the end of Y5 they had all been assessed as being on track;
- staff recruitment and training in relation to the SIP:
  - one new experienced teacher
  - recruited two new lead teachers in English and Maths
- the School was changing the way teachers were using their class data for this term and were holding regular pupil progress meetings;
- all teachers were set three objective targets for the year and teachers were provided with feedback to help them move their practice from "good to outstanding";
- the key headline for attainment across the School is the majority of pupils were attaining and progressing above the expected level of attainment for the majority of year groups excluding Y5 (which was being addressed);
- governors had received the latest SIP for 2014-15, which had been drafted using the data analysis presented.

Governors thanked EM for her presentation and raised the following points in discussion:

- EM responded to governor's questions about the L6 Reading assessments. She advised that the paper was notoriously difficult and that pupils who had been assessed by their teacher as L6 did not achieve L6. The School hoped by teaching the L6 curriculum more pupils would be successful in the L6 paper and it would also raise the number of pupils achieving L5. She concluded that only three pupils across the whole of the LA were successful in the L6 Reading assessment;
- governors had a general discussion about how they could facilitate monitoring the progress of the actions detailed in the SIP. PC asked governors when carrying out their link governor visits to look at the changes made from the new curriculum. EM advised that the School would share with governors what success should look like so they could focus their link governor visits. EM agreed to report on the expectations of the School for a subject leader at the next meeting;
- governors had agreed earlier in the meeting to having two link governor reports at each governing body meeting (item 6.5);
- governors agreed to approve the current SIP 2014-15 and to review it the first spring term governing body meeting.
- governors congratulated EM and PC and the whole School staff on another fantastic year for 2013-14.

Discussion.

RESOLVED: that governors voted unanimously to approve the SIP 2014-15 as presented by EM. (unam)

#### **10. FEDERATION WITH ASHBURNHAM PRIMARY SCHOOL**

BW and JT reported meeting with Sue Harris and Jonathan Heawood from Ashburnham Primary School. BW and JT asked governors to approve that they work with the Ashburnham governors as a working group to produce a report on the federation of both schools for the next governing body meeting in November.

Discussion.

RESOLVED: that the governors voted unanimously to approve JT and BW forming a working group with Sue Harris and Jonathan Heawood from Ashburnham Primary School to produce a report on a proposed federation between the two school.

#### **11. SCHOOL REDEVELOPMENT PROGRAMME**

KP reported that the School was due to meet with the LA tomorrow to discuss the programme. Governors were advised that the work would not be starting in October as previously advised. The planning application to remove the bank had been withdrawn as it was judged that the planning office would find it difficult to assess it positively without seeing the plan for the building that would replace it. So there would now be a combined application for both the removal of the bank and the new building that would take its place.

Discussion.

RECEIVED.

## **12. PAY POLICY**

JT advised governors that this would be reviewed in the next Finance meeting and presented at the next FGB in November for approval.

Discussion.

RECEIVED.

## **13. GOVERNING BODY**

### **A) Governor Appointments or Leavers**

Libby Stevenson, Staff Governor, Resigned, 7 July 2014  
Deborah Godfrey, Community Governor, Resigned, 7 July 2014  
Shane Saleem, Community Governor, Resigned 29 September 2014

### **B) Current Governor Vacancies**

1 Co-Opted Governor. Governors agreed to put the recruitment of this post on hold due to the School's discussion with Ashburnham Primary School on Federation.

### **C) Governors' Terms of Office**

No governors' terms of office due to end in the next three months.

### **D) Report by Clerk on Governor Non-Attendance**

No issues to report. Governors discussed their attendance policy and agreed that under the newly constituted governing body no absences would be consented to unless under exceptional circumstances. Absences would be noted and this would ensure that if there were issues with attendance they could be dealt with swiftly.

### **E) Governor Reports and Visits**

The following governor visits were reported/recorded:

- a) JT reported attending the International Evening and praised RM for the organisation and the success of the evening.
- b) Governors thanked the FSA and in particular Shy Robson for raising £17,000.
- c) ADS reported attending the mindfulness sessions and parent workshops and congratulated the School on their success.

Discussion.

RESOLVED: that the governing body voted unanimously to adopt an absence policy that apologies at Full Governing Body meetings would be noted only unless approved by the Full Governing Body for exceptional circumstances.

**14. CHAIR'S ACTION**

None since the last meeting.

**15. DATES OF FUTURE GOVERNOR AND COMMITTEE MEETINGS**

Discussion.

RESOLVED: that the next round of governors' meetings be held as follows:

- Second Autumn Term Meeting – Monday 24 November 2014 at 6:00 p.m.
- First Spring Term Meeting – Monday 2<sup>nd</sup> February 2015 at 6:00 p.m.
- Second Spring Term Meeting – Monday 23<sup>rd</sup> March 2015 at 6:00 p.m.
- First Summer Term Meeting – Wednesday 20<sup>th</sup> May 2015 at 6:00 p.m.
- Second Summer Term Meeting – Monday 6<sup>th</sup> July 2015 at 6:00 p.m.

**16. ITEMS FOR FUTURE ACTION OR MEETINGS**

Discussion.

RESOLVED: that the following issues be future agenda items:

<b>Item</b>	<b>Suggested By</b>	<b>For Meeting</b>
• Committee Terms of Reference	Governing body	24 November 2014
• Admissions Policy	Governing body	First Autumn Term GB meeting 2015
• Pay Policy 2014-15	Governing body	24 November 2014
• Maths (EK) and Science (AS)	Governing body	24 November 2014
• History, Geography and RE (SL)	Governing body	First Spring GB Meeting
• PSHE and SMSC (JT) and MFL (TV)	Governing body	Second Spring GB Meeting
• EYFS (SA) and PE (ADS)	Governing body	First Summer GB Meeting
• School's Expectations of Subject Leads	Governing body	24 November 2014
• Review of the SIP	Governing body	First Spring GB Meeting
• Report by Ashburnham Federation Working Group	Governing body	24 November 2014
• School Redevelopment Programme	Governing body	24 November 2014

**CHAIR'S  
SIGNATURE:.....**

**DATE SIGNED:...../...../.....**