

Minutes of a meeting of the Governing Body of Fox Primary School held at the School on Monday 2<sup>nd</sup> February 2015 at 6.00 p.m.

## **NON-CONFIDENTIAL**

### **PRESENT**

Sema Aydin (SA)	Paul Cotter (PC) (Headteacher)
Adrian De Segundo (ADS)	Emily Kerr (EK)
Sean Landers (SL)	Rosalind Morgan (RM)
Kezia Pearce (KP)	Hannah Rickman (HR)
Jodie Terry (JT) (Chair)	Tina Villarosa (TV)
Benjamin Ward (BW)	

### **OBSERVERS**

Emma Madden (EM), Associate Headteacher  
Ben McMullen (BM), Deputy Headteacher

Carolyn MacLeish (CM), Clerk for Governors

#### **1. APOLOGIES**

Apologies for absence were received from Andrew Sutcliffe (AS).

RESOLVED: that the following absences be consented to: AS.

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

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

Discussion.

RECEIVED.

#### **3. MINUTES**

The minutes of the meeting held on 24 November 2014.

Discussion.

RESOLVED: that the minutes of the meeting held on 24 November 2014

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

##### **4.1 (item 4.2 Matters Arising from the Minutes - Admissions)**

EK updated governors on the most recent information about the revisions of the School's admissions policy and the School's discussions with the LA to agree the School's admissions criteria. Governors were reminded that the aim of the changes would be to increase the number of disadvantaged pupils in the School and to ensure there was equality of opportunity for all eligible children to attend the School. EK highlighted the following points to governors:

- the LA had revised their position since the last governors meeting and had agreed not to change the criteria for 2016, however they were keen to have the changes in places for the September 2017 admissions;
- Wendy Anthony (LA Admissions Officer) would come to a governors meeting and discuss the School's options when changing their policy.

Governors thanked EK for her work in reviewing the policy and liaising with the LA. Governors raised the following points in discussion:

- governors agreed that it would be a good next step to invite Ms Anthony to present to them their options in drafting a new policy;
- governors asked why the School did not adopt the approach of allowing a certain number of FSM pupils into the School;
- EK advised that she had not found a school within the Tri-Borough who had elected to take that approach and therefore the LA were reluctant to adopt an untested approach;
- a governor advised that they believed a free school in west London had adopted this approach, governors agreed they would discuss the matter further and seek advice from the LA.

##### **4.2 (item 14 Chair's Action)**

JT reported that she had met with the Chair of Governors of Grinling Gibbons. She reported the following key points from her discussion:

- the School had just added a third school to its group;
- the School was located in Deptford which had a high level of deprivation and a large number of the pupils were on FSM's;
- they have one GB meeting per term and were very focused in their committee discussions. All procedural work was carried out outside of governor meetings and the GB was purely focused on strategy.

Discussion.

RESOLVED: that Wendy Anthony (LA Admissions Officer) be invited to speak to governors at their next meeting in reference to changing the School's Admission's Policy for 2017-18.

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

##### **5.1 Finance and HR Committee (29<sup>th</sup> January 2015)**

Governors were advised that the minutes for both committees could be located on the Governor's Google drive.

ADS highlighted the following points discussed in the HR committee:

- recruiting for Art teacher for 2015 and EH returning next year as Music teacher 3 days a week;
- recruiting for Schools Direct positions. 8 of 12 positions filled;
- well-being event successful. Staff very appreciative;
- JT conducted a random check on safer recruitment procedures. All in very good order and JT complimented GD on keeping such a well ordered system - something that contributed greatly to the safe guarding of Fox children;
- discussed the need for 3 fulltime office staff;
- agreed that cost of Wellbeing week should be covered by School fund as it represented good value as a method of retention and incentive for staff;
- next meeting 26th February 9am.

JT highlighted the following points discussed in the Finance committee:

- Fox play has new staff and is just short of breaking even. No complaints about price increase;
- SFVS is still current with only some dates to be updated;
- forecast showing minor change to contingency. School able to provide assurance that contingency will be higher than budgeted in the final outturn;
- the LA will fund the amount Fox had committed to the building project;
- "Keep it Fox" running at approx. £2k per month;
- discussion around GD role and the resourcing in the office in the event of Federation;
- next meeting 26th February 9am.

The following points were raised in discussion:

- PC had advised the committee that the School were holding a well-being week to reward teachers for their hard work. The committee had approved the funding of the week from the School Fund (approx £1000);
- RM informed governors that staff had been incredibly appreciative of the week, she added that pupils had joined in by bringing in food for their class teachers;
- governors were advised that both committees had reviewed their terms of reference and recommended to the GB that it formally approve them.

## **5.2 Curriculum Committee (27<sup>th</sup> January 2015)**

Governors were advised that the minutes for the committee could be located on the Governor's Google drive.

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

- key Pupil Premium data messages:
  - Disadvantaged pupils attainment is above age related expectations in all subject in all year groups, apart from writing in Y5 and Y1.
  - Extensive intervention is in place in all year groups where the gaps between PP and non-PP are significant, or PP is not in line with national expectations.
  - Existing interventions all having positive impact on pupil progress, and supporting pupils to access whole class teaching.
- EM and CR performed guided reading sweep over two weeks across school. This involved observing teaching, looking at books and providing feedback to teachers with follow up CPD where required. Guided reading sweep was very strong. The school will continue to support all year groups;

- pupil feedback on mixed ability maths has been 75% positive;
- "Math Mastery" taught in Reception and Y1. SA will observe a lesson. Children will have additional math sessions in their timetables;
- PE and Art provision in the timetable is unchanged (slightly more art due to Ms Flegg's availability);
- Music provision being covered by Mr Hardisty, Mr Watkins, class teachers and specialist teachers;
- duration of playtime is unchanged but running games such as 'it' are not allowed due to high number of accidents;
- next meeting 24th February 8am.

The following points were raised in discussion:

- the Science link governor visit had been scheduled for later this term (AS);
- the Humanities (Geography, History and RE) link governor visit would be scheduled for later this term (SL);
- JT had conducted her Literacy link governor visit;
- Literacy and Humanities would be discussed at the next meeting;
- the committee had reviewed its terms of reference and recommended them to governors for full approval.

### **5.3 Premises Committee (27<sup>th</sup> January 2015)**

Governors were advised that the minutes for the committee could be located on the Governor's Google drive.

The committee had reviewed its terms of reference and recommended them to governors for full approval.

KP, Committee Chair, stated that she would report on the Premises committee under the report on the School's Redevelopment.

Discussion.

RESOLVED: that the following committee terms of reference be approved unanimously for the academic year 2014-15:

- Finance Committee
- HR and Pay Committee
- Curriculum Committee
- Premises Committee

## **6. REPORT ON THE ASHBURNHAM FEDERATION CONSULTATION**

JT and BW referred governors to the pre-circulated Federation Consultation document. They updated governors on the following points:

- all responses to the consultation document would be collated and presented to governors at the next meeting;

- JT advised that she had met with some parents who had heard about the proposal and had concerns about the affect on the School and its pupils. The feedback from the meeting had been mainly positive with the majority of parents expressing their support for the federation;
- BW advised that both sets (Fox and Ashburnham) of governing bodies had agreed the text in the consultation document and had been sent to both sets of pupils homes;
- there would be a six-week consultation programme with all stakeholders, which would end on 2<sup>nd</sup> March. The results would be compiled and reported back to both governing bodies who would then vote on the proposal of federation;
- the School would receive the consultation results at the GB meeting on Monday 30 March 2015;
- a session had been held for parents on the first Friday of the term. The session had been led by PC and attended by staff, JT and BW, who had helped to answer parents questions;
- parents had been very positive about the contribution of staff to the session and reassured by the presence and support of the proposal by parent governors;
- JT reported that there would be another session (Thursday 12 February at 4pm) scheduled for parents and the School would try to ensure as many parents as possible attended. The meeting would be combined with a meeting where Soil Fix could present to governors on their work to remove the bank in the School grounds;
- BW added that he and JT were trying to arrange an informal governor sessions for both school's governors prior to the next GB meeting;
- JT stated that there was still a lot of work to be carried out to finalise the structure of the GB and committees post federation;
- the School would talk to the School Council about the proposed federation. School Council members would then discuss with their individual classes, which would then ensure pupils were a part of the process;
- PC reported that he has spoke to pupils about the proposals in an assembly;
- EM added that the schools were working together and she gave the example of the Y4 joint debating scheme;
- JT stated that meeting with the FSA (Fox School Association) had been very productive and their feedback had been fed into the Q&A document;
- governors were advised that all related documents were on the website.

Governors thanked JT and BW for their report and all their hard work in attending meetings and putting together all the documentation.

Discussion.

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## **7. REPORT ON THE SCHOOL'S REDEVELOPMENT CONSULTATION AND REBUILDING PROGRAMME**

KP updated governors on the redevelopment of the School's premises and other related matters, highlighting the following points in discussion with governors:

- the building planning application had been submitted and would be considered by the LA committee on 3<sup>rd</sup> March 2015;
- the project management team and contractors were all in place and ready to start work;

- the different parties involved in the building programme were in discussions on how best to phase the work. Galliford Try were looking into phasing ideas and would present back their suggestions to the School;
- Soil Fix would meet with the parent body to inform and answer any queries about the removal of bank. The purpose of the meeting would be to allay any concerns parents had about the handling of any asbestos during the removal;
- the next stage would see the playground equipment being removed (February half-term);
- ADS advised governors that the cost to remove the equipment was £19,000. PC responded that the process was very involved and complicated, hence the high cost however the School hoped to reduce the cost to £10,000. Another school had requested use of the equipment during the rebuild and the School would be seeking a contribution from the School and the LA had agreed to contribute £4999.00;
- KP stated the proposed portacabins from the LA would mean there was more space in the north playground than previously thought which was very positive;
- PC informed that the work on the outside toilet blocks would be carried out over the summer holidays;
- PC concluded that the School was hoping to use the rebuilding programme in teaching and learning in the School and were looking into curriculum links at the present time.

Discussion.

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## **8. REVIEW OF THE SIP**

Governors were referred by PC to the pre-circulated mid year SIP review and the following points were highlighted in discussion:

- the report was written under the areas inspected by Ofsted and was a short style self-evaluation and included comments made in the monitoring and evaluation of the SIP;
- the green sections were completed, yellow was ongoing and red was not yet complete. The vast majority of actions were highlighted yellow and green;
- ADS asked how the mixed ability Maths teaching was working in Y4 and 6 and why the School was not doing the same in Y5. PC reported that the decision to set pupils in Y5 was cohort specific. All other pupils from Y3—Y6 had been successfully changed over to mixed ability teaching in Maths and it was working well. The School had conducted a pupil survey and 78% of pupils had been in favour of the change and it seemed to be good for the majority of pupil's self-esteem;
- KP asked if the School could show they were providing enough learning opportunities for HAPS (higher attaining pupils) to extend them under the new arrangement. EM and BM advised that they had attended a conference which had covered how to extend HAPS and how to prove the extension of HAPS in all subjects;
- PC added that there had been problems within education with HAPS not being secure in their learning as they were being moved on in their learning too quickly, unlike MAPS (middle attaining pupils) who tended to be more secure in their learning;
- EM reported reviewing the Y6 mixed ability Maths lessons and ensuring there were extensions for HAPS to move onto once secure in the class learning;

- BM added that the new approach aligned more closely with the Shanghai teaching and the general ambience in the mixed ability classes was more positive and generated a good team feeling in the class;
- EM advised that the School was using the Mathematics Mastery in Reception and Y1 which also used a mixed ability teaching approach;
- KP asked when the self-awareness lessons for pupils covering subjects such as sexual awareness and extremism would be covered. PC advised that some themes such as stereotyping had been covered in Y6. The School had carried out training for staff on how to recognise extremism risk and this had been sent to Ashburnham too. PREVENT had sent all school information in reference to safeguarding pupils against the risk of extremism;
- PC reported that the School actively promoted tolerance and spoke about current affairs with its pupils and PC used the weekly assemblies as opportunities to promote his further. In addition the School would be re-writing its PSHE curriculum this year in light of the new guidance issued to schools on teaching pupils British values;
- RM added that SMSC (Social, Moral, Spiritual and Cultural) guidance and teaching permeated through all activities, teaching and learning in the School;
- ADS noted that the School achieved a high percentage of pupils achieving a GLD at the end of EYFS and the overall attainment in EYFS was outstanding in 2014 and improved from the previous year. PC stated that he believed the School's EYFS and KS1 provision was excellent. He added that there had been an external moderation which had viewed the provision differently to the School's self-evaluation however views on EYFS teaching and assessment could vary substantially;
- PC responded to JT's questions on the School's methodology in comparison to other views. PC advised that the School consolidated and ensured pupil's learning was secure in Reception instead of moving on too quickly. He added that this ensure that pupil's were then ready for KS1 and that they attained highly by the end of KS1 and then subsequently KS2. He stated the aim was to get the majority of pupils to a GLD across all areas by the end of Reception;
- PC responded to governors questions about staggered entry for younger pupils and the impact on attainment. He stated that summer born pupils would generally attain lower than their peers at the end of EYFS and KS1 regardless of when they started school;
- governors were advised that the documents was a combined SIP and SEF and the final version for the year would be tabled in the second summer term GB meeting;
- governors thanked PC for the document and stated it was very clear, comprehensive and thorough.

Discussion.

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## **9. GOVERNING BODY**

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

None since the last meeting.

**B) Current Governor Vacancies**

1 Co-Opted Governor

**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.

**E) Governor Reports and Visits**

The following governor visits were reported:

- a) JT visited the School Council, she stated that the visit was very enjoyable and their was a discussion about the School Houses and the possibility of a school pet.
- b) JT attended the Staff Pantomime which had been brilliant and was a fantastic example to pupils. She added that she agreed that the event should be for pupils only and not for parents.
- c) A number of governors attended the School Talent Show which they all stated was very enjoyable.
- d) SA and ADS reported attending a 25 minute presentation by Uz Afzal on Mindfulness and how to include the subject in KS2 learning. The technique could be used to improve concentration and behaviour. The following points were made in discussion:
  - SA and ADS suggested that it would be very useful if Ms Afzal could present to governors;
  - PC stated that Y5 and Y6 had one half an hour lesson a week on Mindfulness with Ms Afzal and only she was allowed to teach it. The School was looking at how use the technique more in the next academic year.
  - EM added that the Ms Afzal had run a parent workshop on massage and mindfulness and the technique was proving a great success in the School.
  - SA advised that she had observed a massage session in the classroom where pupils practiced on each other and she stated that it had been amazing.

**F) Governor Training**

BW had attended Tri-Borough training on the role of staff and parents governors. The training focused on the role being a strategic role and not a stakeholder role.

Discussion.

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**10. CHAIR'S ACTION**

Report by JT on Chair's action since the last meeting.

JT reported that the School had received a very strong application from a prospective governor through SGOSS. JT had responded stating that although there was a vacancies at present and their details would be kept on file due to the possible federation with Ashburnham.

Discussion.

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

Discussion.

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

- Second Spring Term Meeting – Monday 30<sup>th</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.

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

Discussion.

RESOLVED: that the following issues be future agenda items:

<u>Item</u>	<u>Suggested By</u>	<u>For Meeting</u>
• Admissions Presentation by Wendy Anthony	Governing body	Monday 30 <sup>th</sup> March 2015
• Vote on the Federation of the School with Ashburnham Primary School	Governing body	Monday 30 <sup>th</sup> March 2015
• Science Link Governor Visit (AS)	Governing body	Monday 30 <sup>th</sup> March 2015
• Humanities Link Governor Visit (SL)	Governing body	Monday 30 <sup>th</sup> March 2015
• PSHE and SMSC (JT) Link Governor Visit	Governing body	Monday 30 <sup>th</sup> March 2015
• Modern Foreign Languages Link Governor Visit (TV)	Governing body	Monday 30 <sup>th</sup> March 2015
• Redevelopment of the School Premises	Governing body	Monday 30 <sup>th</sup> March 2015

**13. ANY URGENT BUSINESS**

KP asked if the Finance Committee had discussed the "Keep It Fox" funds and how it would be spent. JT advised that the committee had discussed it regularly and had discussed the possibility of using some of the funds on the new building and/or to fund any shortfall in the School's finances because of proposed cuts. Governors agreed that the matter would continue to be discussed in the Finance committee and all governors would be updated on any new decisions.

Discussion.

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

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