

Deer ParkDate & Time **Summer 2, Monday 19 June 2017 at 6 p.m.**Present: **Governors:****Community (BPET Appointed)**Claire Delaney (Trust Governor) **(Chair)**

Henry Giles

Nick Hodgess

Heather McKissack

Elected Parent

James Boyle

Appointed Parent

Chris Gallant

Staff

Alison Colenso (Headteacher)

(ex officio)

Frances Bracegirdle (elected)

Clerk:

Beryl Hawkins

1. **Apologies** Apologies were received from Graham Dearman.
2. **Declarations of interest** There were no declarations of interest or updates to the register.
3. **Report of the Clerk** The report of the clerk was received (copy in the minute book).
4. **Sub-committee Structure, Membership and Named Governors**
 - (a) The governing body confirmed the appointment of Chris Gallant as Data Governor. Claire Delaney thanked Chris for taking on this role.
 - (b) The governing body confirmed the names of sub-committees:
 - i. **Resources** (previously Finance and including finance and pay approvals)
 - ii. **Performance and Curriculum** (previously Performance)
 - iii. **PRP (Performance Related Pay)** (previously Pay)
 - iv. **CSA (Compulsory School Age)**
 - (c) The governing body **agreed** that the Resources Sub-committee should meet immediately prior to the September LGB meeting to approve pay awards and that the CSA Sub-committee should meet immediately prior to the December LGB meeting.
 - (d) Chris Gallant was appointed to the Performance and Curriculum Sub-committee. All other appointments were confirmed (see Appendix A).
5. **Minutes and Matters Arising**
 - (a) The minutes of the meeting of the local governing body held on 29 March 2017 were **confirmed** and **signed** (copy in the minute book).
 - (b) Notes of the inquorate meeting of the Resources Sub-committee held on 7 June 2017 were received (copy in the minute book).

Arising from the minutes:

1. **Apprenticeship Levy (Ref: Minute 15(b): 29/3/17)** Claire reported that the government's apprenticeship levy was due from organisations with a turnover of

more than £3 million; in 2017/18 the Trust's exposure would be £7,000, Deer Park's proportion being £500; an apprentice was being employed at Trust level and training would be funded by the government; Amanda Burgess, BPET Head of Finance, would circulate a report when more information was available.

2. **Resources Sub-committee** The governing body noted the robustness of challenge presented to the headteacher on the final draft budget plan for 2017/18, the answers to questions and the recommendation of governors for approval of the budget. It was noted that the budget was conservative.

6. **Safeguarding** Claire reminded governors to complete the [Channel Awareness](#) online training if they had not already done so.

ACTION BY: Governors

7. **Budget Monitoring and Final Budget Plan** (See also Minute 5) Henry Giles presented the 2016/17 year end balances and the 2017/18 three year budget plan (copy in the minute book). It was noted that a slight shortfall at the end of 2016/17 had been offset from the previous year's carryforward. Questions were invited from governors.

Question: If there is a delay in moving to the permanent site will this have an impact on the school's finances?

Answer: Any additional costs have been factored into the budget. The school does not pay for space.

The governing body **approved** the final budget plan. It was noted that the estimated in-year net surplus of £416 at the end of 2017/18 would be cancelled out by the apprenticeship levy.

8. **Bellevue Place Education Trust (BPET) Update** Claire presented the BPET termly update (copy in the minute book) and invited questions from governors. A governor queried when the new National Funding Formula would come into effect. It was noted that this was not yet known. Claire **agreed** to convey governors' thanks to BPET for an interesting report.

ACTION BY: Claire Delaney

9. **Governors' Visits to the School** The governing body received reports from governors who had visited the school (copies in the minute book):

- Health & Safety minutes, travel plan, accident book – Graham Dearman – 14/3/17
- Phonics Class Observation – James Boyle – 24/4/17
- Visit of Health & Safety Consultant from LA – Graham Dearman – 12/5/17
- PE; Safeguarding and Health & Safety – Graham Dearman – 24/5/17
- Building Teaching Plans – James Boyle – 26/5/17
- Richmond Singing Festival – James Boyle – 6/6/17

Alison thanked governors for all their visits during the term and suggested that the general aim should be to complete about one visit a term. Governors who had not completed reports were reminded to send a report to the clerk for the governing body record. It was noted that Nick Hodgess had attended for the Maths Book Look on

27 March 2017 and the Maths Day on 19 May 2017 and he **agreed** to complete a report. Other governors also **agreed** to complete reports.

Arising from the reports it was agreed that transition to Year 3 should be considered at an early stage.

ACTION BY: Governors

10. Headteacher's Report The governing body received the report of the headteacher (copy in the minute book), including:

- Parent and Staff Survey results
- Bellevue Visit 3: Teaching and Learning report
- Bellevue Visit 4: Regulation and Compliance report – 25/5/17
- DfE Summer Term 2017 monitoring visit report

It was noted that the Bellevue Visit 5 report (EYFS) and the report of the summer term School Improvement Partner visit would be circulated when final versions had been received and verified. It was also noted that the Bellevue Leadership and Management visit (Visit 6) took place earlier in the day and James had attended on behalf of the governing body.

ACTION BY: Alison Colenso, Beryl Hawkins

Questions were invited from governors. Arising from the report:

(a) Attendance

Question: What happens if a child is persistently absent? Are parents fined?

Answer: No. Fines are not seen as a deterrent by the school or generally in Richmond. Attendance is monitored by Frances Bracegirdle with the education welfare service. If attendance is below 90% a letter is sent to the parents. The school cannot authorise and does not encourage holidays during term time.

(b) Staff Survey

The governing body commended Alison on a 100% response rate to the staff survey and for the evidence that children were happy at the school.

Question: Is there an explanation for the less positive response to the statement (24) 'The School Improvement reviews have been effective in supporting the development of the school'?

Answer: The questions were generated by the Trust and may not have been explicit enough. Some part-time staff may not have been asked to respond.

(c) DfE Summer Term 2017 Monitoring Visit Questions were asked about the DfE monitoring visit by Sue Philips. In response it was noted that:

- There would be no further visits from Sue Philips before the first Ofsted inspection, but Sue could be called on at any time for advice.
- Some of the steps recommended in the report had already been taken.
- A year ago maths although good stood out as a priority because other subjects were better. Action was taken by the school, maths was now better

than other subjects and extended writing, particularly for more able children, had become a new area of focus. Targets were constantly moving and the school's priorities in the school development plan (SDP) would be different for 2017/18; the work on Pupil Voice had been a success and had become embedded so would no longer be a priority in the SDP.

- Sue was confident and supportive of Deer Park School. Other professionals, including Ofsted inspectors, might have different ideas about good practice: the important thing was for the school to feel secure and happy in its actions.

(d) Special Educational Needs (SEN) The governing body noted the report on SEN and the action being taken by the school.

(e) Site – Temporary and Permanent

Question: With regard to the continued delay in demolition and construction at Ryde House who is responsible for there being a school?

Answer: The Education and Skills Funding Agency (ESFA). This is a complex case for BPET and the ESFA, but BPET is confident that progress is being made and that when the next round of applications begins parents will be able to see that something is happening.

Question: Will a communication be sent to parents to indicate that the move to the permanent site is likely to be delayed beyond September 2018?

Answer: There was a reference to the delay in the last newsletter to parents. It is likely that a meeting for parents will be held when there is definite advice. Alison will be meeting Adam Bloomfield from the ESFA on 20 June 2017. Delays are related to meeting the terms of the planning consent, in particular the travel plan and demolition conditions. In spite of the difficulties, the good progress being made by the children is a cause for celebration.

It was **agreed** that parents would be interested to know what contingency plans were in place if the move was delayed.

(f) External Scrutiny The governing body wished to record their thanks to Alison and all the staff for rising to the challenge of frequent and robust external challenge. It was noted that, due to the level of scrutiny that staff were subjected to, job candidates were asked how they felt about scrutiny.

Question: Can Ofsted interrogate the school's data prior to visiting for an inspection?

Answer: Before visiting Ofsted will ask for the school self-evaluation and will interrogate Edubase, RaiseOnline, and check whether there have been any complaints. Other evidence will be requested on the day of the inspection. Jenell Chetty, who would be leading the governing body Ofsted training session on 3 July 2017, is an Ofsted inspector and School Improvement Partner for an Outstanding primary school in the borough. After the session with Jenell the governing body would be able to cross check itself before the first inspection.

11. Policy Review

- (a) **Uniform Policy** The governing body considered a draft Uniform Policy. The governing body approved the policy, subject to:
- provided the terms of the contract with Stevensons, the school's official supplier, did not prevent this, inclusion of a sentence to the effect that items that did not require a logo could be purchased from other uniform suppliers provided they were of the same colour and cut as Stevensons.
 - the reference to headwear being cross-referenced to religious reasons.
- (b) **Educational Visits Policy** The governing body considered the Educational Visits Policy in the light of recent terrorist incidents. It was noted that the school had been pro-active in seeking advice; advice received from the Kingston Health & Safety Service had been factored into risk assessments; the Policy was due for review in November 2017; the school was working on the practical implications such as ensuring that children knew what to do if they were left alone; and lock down guidance had been received and a procedure would need to be written.
- (c) **Behaviour Strategies** The governing body considered the school's Behaviour Strategies and frameworks for managing inappropriate behaviour in EYFS and Year 1. It was noted that the school wished to revise the Strategies to incorporate the HEART values (Happiness, Enthusiasm, Achievement, Resilience, Thoughtfulness).

Question: Is it the best sanction to keep children in?

Answer: 'Time out' has always been found to work. For the Reception Year the timer is set for four minutes and the child is supervised, inside or out as appropriate. The sanction has not been used in Year 1. Low level inappropriate behaviour is managed in the classroom. More serious incidents in the classroom are linked to special needs. At Key Stage 2 'time out' would be for part of the lunch break. Most pupils do not want to be misbehaving and a look or word will suffice.

Heather McKissack **agreed** to incorporate the HEART values into the Behaviour Strategies.

ACTION BY: Heather McKissack

- (d) **Sex and Relationship Policy** The governing body noted that sex and relationship was not a compulsory subject. The governing body **agreed** that the Performance and Curriculum Sub-committee should consider adapting the BPET Sex Education Policy to make it more appropriate for the age range of children currently at Deer Park School. It was **agreed** that consideration should be given to holding a parent workshop to explain and discuss the Policy.

ACTION BY: Performance and Curriculum Sub-committee

12. Training and Discussion Item –

- **Review of the Two Big Things – Pupil Voice; The Environment as a Second Teacher**
- **Another Big Thing – More Able Children in Maths**
- **Priorities for 2017/18**

The governing body noted the school's strengths and the success of actions to support the school's two main priorities in the SDP for 2016/17 and a third priority that had emerged during the year. In particular it was noted that:

- Student voice had become a strength – pupils were very confident and respected their peers.
- In the Year 1 Phonics test, which would be reported nationally, six out of seven pupils who had arrived during the year had reached the expected level – this had been achieved through a consistent daily catch up sessions.
- The HEART values had been developed to support pupil voice.
- Development of the behaviour strategies formed another aspect of the SDP.

The governing body noted how targets had been met and priorities needed to change and considered where more value could be added. It was noted that:

- The school's self-evaluation should take into account data on assessment and performance and parent survey results.
- The school did not have a Parent Forum, but the school ran an open door policy and staff met parents both formally and informally.
- As part of Leadership and Management governors should be involved in the school's self-evaluation and target setting. Governors' involvement could be supported by means of a half termly update on progress against targets in the SDP.
- One third of the Leadership and Management section of the Ofsted inspection framework was related to the work of the governing body.
- The issue of the high number of pupils joining Year 1 was unlikely to occur again because the school would be full, but different issues would emerge.
- The school had recently been successfully moderated for test administration in an unannounced visit by the local authority.

The governing body **agreed** that:

- Governors needed to be more visible. Development of the governing body might include:
 - linking governors to different areas in the SDP
 - a regular newsletter to parents
 - governors pictures on the school website
- Action was needed under the heading of learning development to further develop ICT, but this was not seen as a major development.

13. Training Nick Hodgess reported that he had attended a very valuable training event on recruitment & selection. Alison **agreed** to call on Nick to assist with staff recruitment interviews.

The clerk **agreed** to circulate the 2017/18 AfC training programme before the next meeting.

James Boyle stated that he had been given a recommendation for all governors to attend training on Holding the Headteacher to Account. The clerk **agreed** to circulate details.

Frances Bracegirdle stated that she was arranging whole governing body training on interpretation of data.

ACTION BY: Beryl Hawkins

14. School Term and Holiday Dates

(a) The governing body approved the school's 2018/19 school terms and holidays (copy in the minute book).

(b) The governing body approved a change of INSET day from 19 July 2018 to 25 May or 4 June 2018.

(Post-meeting note: INSET days in summer 2018 will be on 4 June and 20 July. The full schedule of dates is published on the school website.)

15. Terms of Reference The governing body noted that the terms of reference for the governing body and sub-committees had been re-drafted to a standard format; they would be reviewed by Alison and Claire and further revised in the light of decisions made at the meeting about the roles of sub-committees.

ACTION BY: Claire Delaney, Alison Colenso, Beryl Hawkins

16. PTA The governing body agreed that the PTA were real supporters of the school and their involvement through events such as the fairs and quiz night were welcomed. The organisation's fund raising efforts had had a tangible impact on the children.

ACTION BY: Claire Delaney

17. Future Meetings Dates of future meetings were **confirmed**:

Wednesday 12 July 2017 at 6 p.m.	Performance & Curriculum Sub-committee
Wednesday 20 Sept 2017 (time tbc)	Resources Sub-committee (pay approvals)
Wednesday 20 Sept 2017 at 6 p.m.	LGB
Monday 11 Dec 2017 (time tbc)	CSA Committee
Monday 11 Dec 2017 at 6 p.m.	LGB (budget monitoring)
Wednesday 17 Jan 2018 at 6 p.m.	Performance & Curriculum
Wednesday 28 Mar 2018 at 6 p.m.	LGB (budget monitoring)
Wednesday 25 April 2018 at 6 p.n.	Performance & Curriculum
Date to be confirmed	Budget Working Group
Wednesday 6 Jun 2018 at 6 p.m.	Resources (budget)
Monday 18 Jun 2018 at 6 p.m.	LGB
Wednesday 11 Jul 2018 at 6 p.m.	Performance & Curriculum

18. Confidentiality The governing body agreed that no confidential minutes were required.

19. Impact Statement The governing body identified actions and decisions they had taken that would have an impact on teaching and learning:

- Review of targets for 2016/17 and consideration of priorities for 2017/18
- Approval of a Uniform Policy
- Approval of the budget for 2017/18
- Appointment of Data Governor

20. Meeting Close The meeting ended at 8.15 p.m.

Deer Park School Local Governing Body Minutes Action Sheet		
Minute reference	Action required	By whom and when
6 Safeguarding	Complete Channel Awareness online training	All governors Immediate
8 BPET Update	Thank BPET for termly update	Claire Delaney Immediate
9 Governors' visits	Complete visit reports	Governors Immediate
10 Headteacher's Report	Circulate Bellevue L&M and AfC SIP visit reports	Alison Colenso, Beryl Hawkins When available
11(c) Behaviour Strategies	Re-write Behaviour Strategies to incorporate HEART values	Heather McKissack Immediate
11(d) Sex and Relationship Policy	Adapt BPET Sex Education Policy to make it more relevant to Deer Park	Performance & Curriculum Sub-committee On 12/7/17
13 Training	Circulate details of AfC governor training programme, Challenge and Data training	Beryl Hawkins When available
15 Terms of Reference	Review LGB and sub-committee terms of reference	Claire Delaney, Alison Colenso, Beryl Hawkins Immediate
16 PTA	Convey LGB's comments to PTA	Claire Delaney Immediate

**Deer Park School Local Governing Body
Membership of Sub-Committees and Named Governors**

Chair: Claire Delaney (until spring 2019)

Vice-chair: James Boyle (until spring 2019)

Sub-Committees

Resources Sub-committee

Quorum: 3 (to include chair or vice-chair and headteacher or deputy headteacher)

Henry Giles (**Chair**)

Alison Colenso (Headteacher)

Graham Dearman

James Boyle (Governing Body Vice-chair)

Chris Gallant

Nick Hodgess

Performance & Curriculum Sub-committee

Quorum: 3 (to include chair or vice-chair and headteacher or deputy headteacher)

James Boyle (**Chair** and Governing Body Vice-chair)

Alison Colenso (Headteacher)

Frances Bracegirdle (staff – teacher)

Chris Gallant

Heather McKissack

Nick Hodgess

Performance Related Pay (PRP) Sub-committee

Quorum: 3

Henry Giles

Graham Dearman

Claire Delaney

Compulsory School Age (CSA) Sub-committee

Quorum: 3, including headteacher

Alison Colenso

Nick Hodgess

Chris Gallant

Named Governors

Safeguarding: Claire Delaney

Health & Safety: Graham Dearman

Pupil Premium Grant: Heather McKissack

SEN and Inclusion: Nick Hodgess

Data: Chris Gallant

Headteacher's Performance Review and Target Setting: Henry Giles

Recruitment Nick Hodgess