

School: **Deer Park**

Date & Time: **Autumn 2, Monday 11 December 2017 at 6 p.m.**

Present: **Governors:**

**Community (BPET Appointed)**

Claire Delaney (Trust Governor) **(Chair)**

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 and Henry Giles.
2. **Declarations of interest** There were no declarations of interest for items on the agenda.
3. **Named Governors** The governing body **confirmed** the appointment of Heather McKissack as named governor for 'looked after children'. It was noted that there were currently no looked after children on roll, but there was one 'child in need'.

*Chris Gallant arrived at this point.*

4. **Minutes and Matters Arising** The minutes of the meeting of the local governing body held on 20 September 2017 were **confirmed** and **signed** (copy in the minute book).

It was noted that some actions had not been completed and **agreed** that all governors should complete agreed actions by mid-January.

**ACTION BY: All**

5. **Bellevue Place Education Trust (BPET)** The governing body received the BPET Autumn Update (copy in the minute book). Claire highlighted key points in the report. Arising from the report:

**Proposed Governance Changes** Claire briefly outlined the proposals to change local governance arrangements within the Trust, to meet the differing needs of the schools and their communities, and answered governors' questions. It was noted that a representative from the National Governors' Association and Mark Greatrex, Chief Executive Officer for the Trust, would be attending the next meeting of the governing body to present the proposals in greater detail as part of the consultation with local governing bodies.

6. **Budget Monitoring and Revised Budget Plan** In the absence of Henry Giles, Alison Colenso presented the budget monitoring report and revised budget plan (copies in the minute book). It was noted that Henry had approved the revised budget plan with Alison, and Amanda Burgess, BPET Finance Officer, by telephone conference. Alison reported on variations to the original plan:

- The revised plan was based on an additional two pupils – now 77 in total.
- The school had now been invoiced for previous year accruals.
- The Sports Premium had been increased from £8,000 to £16,000.
- The cost of the additional temporary building was offset by additional income from the EFSA (Education, Funding and Skills Agency).
- Income from clubs was higher than forecast due to increases in usage and price.

#### Matters arising:

- (a) Staffing Establishment** Due to a higher than anticipated net surplus totalling £14,312 the governing body considered a request from the headteacher to frontload an additional learning support assistant (LSA) from January 2018. Alison stated that two candidates had been interviewed for one vacancy and that both were employable.

**Question: When will you need to employ another LSA?**

**Answer:** Another LSA will be needed for September 2018, or earlier if an Education, Health and Care Plan is completed before then.

**Question: For how many hours would the additional LSA work?**

**Answer:** For 12 hours a week.

**Question: Was the post advertised?**

**Answer:** Yes.

**Question: Will both the new LSAs have the same role?**

**Answer:** One will replace an LSA in Year 1 who is leaving at the end of the autumn term. The other will work on specific interventions across the school.

**Question: Will the two be working at different times of the day?**

**Answer:** This is negotiable, but both could be working at the same time. The second LSA will be working on specific interventions.

**Question: Why is there such a high surplus in 2017/18?**

**Answer:** The school has been accruing for rents, which it has now learnt it will not need to pay.

**Question: Are you sure that there is sufficient in the budget to cover the cost of providing the additional class base in September 2018?**

**Answer:** This is not an issue for the school as costs will be met by the ESFA.

The governing body **agreed** that the appointment of an additional LSA from January 2018 would help the school to maintain a high standard of educational provision and **approved** the proposed change to the staffing structure to allow for the appointment.

- (b) Toilets** Alison confirmed that an electrician had arrived earlier in the day to carry out emergency work on the toilet block and that the cost of repair would not fall to the school's budget.

The governing body **approved** the revised budget plan.

## 7. Governors' Visits to the School

**(a) Visits Undertaken** The governing body received reports from governors who had visited the school (copies in the minute book):

- |                     |                   |          |
|---------------------|-------------------|----------|
| • SEND              | Nick Hodgess      | 9/17     |
| • Year 2 Curriculum | Chris Gallant     | 25/9/17  |
| • Data Review       | Chris Gallant     | 26/9/17  |
| • PPG               | Heather McKissack | 17/10/17 |
| • Harvest Concert   | Heather McKissack | 20/10/17 |

It was noted that the following visits had also been undertaken:

- |                     |                               |         |
|---------------------|-------------------------------|---------|
| • E-safety Workshop | James Boyle and Chris Gallant | 9/11/17 |
| • Handwriting       | James Boyle                   | 29/9/17 |
| • Safeguarding      | Claire Delaney                | 5/10/17 |

Claire reported that she had also carried out Health & Safety visits on behalf of Graham Dearman, named governor for Health & Safety.

Governors were thanked for visiting and for their reports.

**(b) Future Visits** Claire stated that she would send dates to governors after the meeting so that they could choose an area to cover when they next visited, for example, girls' performance in maths, handwriting, and specific initiatives.

**ACTION BY: Claire Delaney, Governors**

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

- Bellevue Visit 1: Strategic Review – 29/9/17
- Bellevue Visit 2: Annual Safeguarding Review – 14/9/17
- HR Audit Report – September 2017
- Autumn Term 2107 SIP Visit Report – 4/12/17
- Buildings update
- School Council update
- School self-evaluation
- Letter from Nick Gibb
- Survey of new parents
- Survey of pupils
- Ofsted readiness cribsheet

Alison highlighted key points in the report and invited questions from governors. Arising from the report:

**(a) Key Data** Alison updated governors on current role numbers.

**(b) Temporary Building for September 2018 and Pupil Admission Number** Alison and Claire answered governors' questions about the proposal to reduce the 2018 intake to one form of entry (1fe) due to limitations on available space at Richmond Adult Community College.

**Question: How pressed will the Council be for school places in September 2018?**

**Answer:** The Council anticipates a dip in admissions for the next two years and it is unlikely that they will not be able to offer places, but fewer places will be offered at the school of first preference.

Representatives from all interested parties were present at a meeting earlier in the month to look at plans for the new temporary building and were unanimous that the site offered insufficient space for a 2fe cohort in 2018. The school would have to continue to manage in a frugal manner, but being in charge of its own budget put it in a good position.

**Question: Will you be able to let out the unused space at Ryde House?**

**Answer:** BPET lets out unused space wherever possible and the income from rent is used for enrichment of the curriculum, bearing in mind that this income source will not always be available.

**Clarification:** As the school's published admission number is 60 for 2018 there will need to be a public consultation on an admission number of 30. The EFSA has requested a reconfiguring of the plans to maximise space and the school is pressing for more space, including dining and administrative areas. An update will be issued to governors after the meeting on 20 December 2017.

*James Boyle left the meeting at this point.*

- (c) Staffing** Alison confirmed that no staff who were leaving were not leaving because they were unhappy at the school.

Alison reported that to date she had not needed to employ a supply teacher, but two qualified teachers had been recruited on zero hours to provide cover if needed – DBS applications had been completed for both. On one occasion it had been necessary to call on one of these teachers.

The governing body commended Alison on her management of the staff, including succession planning and arrangements for cover.

- (d) Ryde House** Claire reported that there would be a building update following a meeting of interested parties on 13 December 2017; demolition was scheduled to start in January 2018.

A governor reported that Lidl were holding a consultation meeting on site for local residents on the evening of 12 December.

- (e) Phonics Screening** It was noted that the school had phonics support in place for some pupils in Year 1 with a specific need and that up to three pupils might not be successful in the check.

- (f) Key Stage 2** It was noted that the school was expecting at least 25% of pupils to exceed in Reading, Writing and Maths, but had set a target of 37%.

- (g) Attendance** The governing body noted the low level of attendance to date. Alison explained that: the data had been analysed; absence counted as persistent if it exceeded one tenth of the number of school days and could therefore

appear to be high at the start of the school year; there were no notable differences between different groups of pupils; all absences were due to illness and overall attendance was expected to improve; pupils were encouraged to return to school after sickness if they are eating normally and do not have a temperature.

**(h) Safeguarding** The governing body noted that a third member of staff would be attending Level 2 Safeguarding training in the New Year in preparation for qualifying as a third Designated Safeguarding Lead. It was also noted that a safeguarding issue had been dealt with by the school in line with the policy.

Claire reported that she had checked that the most up-to-date Safeguarding Policy was on the school website. The governing body approved the annual safeguarding review.

**(i) Surveys** The governing body was pleased to note the overall positive outcomes from the surveys of pupils and new parents and the action being taken by the school to address the pupil responses to the questions on e-safety and British Values. The concerns regarding school meals were also noted.

**9. Policy Review** The governing body considered the school's Home Learning Guidelines (copy in the minute book). Alison stated that:

- Homework was no longer a statutory requirement, but Ofsted would make a judgement on how it was provided.
- Parental involvement was important and although pupils would not be penalised if homework was not completed the school always expected that it would be done.
- Homework would never cover new areas of learning not first introduced in class.
- Pupils were always celebrated for completing homework.
- The aim was for children to want to do homework.

In answer to questions and comments from governors Alison:

- Confirmed that spellings done at home were marked and parents would be informed if the results caused concern.
- Acknowledged that older pupils would need to meet deadlines.

The governing body **agreed** that it was useful to have the guidelines.

**10. Training and Discussion Item – Monitoring the Priorities in the School Development Plan – The Two Big Things:**

- **Working Walls**
- **Writing**

Working in pairs governors spent time in the classrooms looking for evidence of what had been taught recently in maths and English and then looked at pupils' books for evidence of handwriting progression. The evidence collected was then shared with the whole governing body. Governors reported on evidence of work in the classrooms to

support the Two Big Things and were able to identify progression in children of different ability and with different starting points.

**11. Training** The governing body noted training attended by governors since the last meeting:

- Interpretation of data (at Deer Park) – 13/11/17 – James Boyle, Frances Bracegirdle, Alison Colenso, Claire Delaney, Nick Hodgess, Heather McKissack
- SEND for Governors – 9 and 23/11/17 – Nick Hodgess
- Online Safeguarding for Governors – 15/11/17 – Nick Hodgess
- Safer Recruitment in Education – 18/11/17 – Frances Bracegirdle
- Level 3 Safeguarding refresher – 6/11/17 – Alison Colenso
- Level 3 Safeguarding – 27/11/17 – Frances Bracegirdle

Nick stated that he would be arranging to meet with Jenny McLellan to follow up on the SEND training he had attended.

**ACTION BY: Nick Hodgess**

**12. Effectiveness of Leadership and Management** Claire apologised for not having completed the Leadership and Management Action Plan and agreed to complete the plan and report on visible progress to date.

**ACTION BY: Claire Delaney**

**13. Report of the Clerk** The report of the clerk was received (copy in the minute book). Arising from the report:

- (a) **Governor Portal** Governors welcomed the governor portal on the school website and asked for the Ofsted cribsheet and a link for training opportunities to be added.

**ACTION BY: Beryl Hawkins**

- (b) **Future Training** The governing body noted training booked by governors for the spring term 2018.

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

Wednesday 17 Jan 2018 at 6 p.m.	Performance & Curriculum
<b>Wednesday 27 Mar 2018 at 6 p.m. (revised)</b>	<b>LGB (budget monitoring)</b>
Wednesday 25 April 2018 at 6 p.m.	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

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

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

- Completed and planned training
- Establishment of the governor portal
- Approval of new staffing establishment

**17. Meeting Close** The meeting ended at 8 p.m.

<b>Deer Park School Local Governing Body Minutes Action Sheet</b>		
<b>Minute reference</b>	<b>Action required</b>	<b>By whom and when</b>
<b>4 Minutes and matters arising</b>	Complete actions agreed at the meeting on 20/9/17	All Governors Mid-January
<b>7(a) Visits undertaken</b>	Complete reports for visits undertaken	All governors Mid-January
<b>7(b) Future visits</b>	Send dates for governors to choose when they will visit the school	Claire Delaney Immediate
<b>11 Training</b>	Arrange SEND visit to school	Nick Hodgess Immediate
<b>12 Effectiveness of Leadership and Management</b>	Complete L&M Action Plan and report on visible progress to date	Claire Delaney Mid-January
<b>13(a) Governor Portal</b>	Arrange for Ofsted cribsheet and training link to be included on the Governor Portal	Beryl Hawkins Immediate