

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD OF THE FEDERATION
OF HEAVERS FARM PRIMARY SCHOOL AND SELSDON PRIMARY SCHOOL
HELD ON WEDNESDAY 3RD APRIL 2019 AT 6.00 PM - 8.30PM
AT HEAVERS FARM**

Present

Graham Cluer	Partnership Governor, Chair
Nigel Collins	Co-opted Governor
Dom Lacovara	Parent Governor
Susan Papas	Executive Head teacher
Jo Read	Associate Member
Hilary Smith	Associate Member
Johnny Tang	Co-opted Governor
Alan Tigg	Co-opted Governor
Rebecca Tomasiewicz	Parent Governor
Robert Ward	Co-opted Governor

Also In Attendance

Shelley Parker (HoS, Selsdon)	Observer
Liz Parry	Governance Manager

Absent

Moses Bukenya	Parent Governor
Tanya Dennis	LA Appointed Governor

1.	<p>Welcome & Apologies</p> <p>The Chair opened the meeting at 6:00pm and welcomed everyone to the meeting. Apologies for absence had been received from Moses Bukenya and from Tanya Dennis with reasons given. Both apologies were accepted.</p>
2.	<p>Declaration of Pecuniary Interests in the Current agenda <i>Governors to declare any pecuniary or personal interests in any agenda item for this meeting</i></p> <p>Governors were asked if they had any known pecuniary or other potential conflicts of interest in the current agenda and none were declared.</p>
3.	<p>Quorum</p> <p>It was confirmed that the meeting was quorate.</p>
4.	<p>Governing Board Membership</p> <ul style="list-style-type: none"> • Update on Staff Governor position (following end of term of office of Lynsey Barnett)

	<p>The EHT said that a member of staff at Selsdon had recently expressed interest in standing for the vacant position and an election will now be organised as soon as possible.</p> <ul style="list-style-type: none"> • Update on Co-opted Governor nomination (following end of term of office of Sarah Faulding) This position currently remained vacant. • Update on Co-opted Governor position following the end of term of office for Alan Tigg It was noted that Alan Tigg's term of office had recently ended. The Chair proposed that Alan was re-appointed for a further term of office and formally nominated Alan. This was seconded and Alan left the room. Alan was then re-appointed with unanimous agreement. Alan returned to the room and the Chair expressed governors' grateful thanks to Alan for his willingness to serve another term of office.
5.	<p>Minutes of the Previous meeting held on 12th December 2018 <i>checking of accuracy and signing by the Chair</i></p> <p>The minutes of the previous meeting were agreed as a true and accurate account of proceedings and were duly signed and dated by the Chair and passed to the EHT to be held on file in school.</p>
6.	<p>Matters Arising from the previous minutes not included on the current agenda, to include:</p> <ul style="list-style-type: none"> • <i>Staff Survey: Update and any analysis of results</i> Nigel Collins reported that to date 60 responses had been received back and the deadline for return had been extended until the end of the week. The Chair had attended both schools to encourage participation and posters had been put up. The analysis of results would follow and be reported early in the Summer term. Governors were also reminded that all leavers are given the opportunity to complete exit questionnaires. ACTION: Analysis of Staff Survey results to be presented to governors during the Summer term • <i>Governors to be updated when dates for parents open afternoons are confirmed</i> It was noted that the parents open afternoons are the penultimate Friday of each half term. The dates are posted on the school blogs, notified to parents in newsletter and nearer the date parents are sent a text reminder.
7..	<p>Safeguarding:</p> <ul style="list-style-type: none"> • <i>All governors to ensure that they have read the Keeping Children Safe in Education document</i> • <i>Outcome of review of Safeguarding report slips</i> • <i>Update on review of recording systems for incidents of bullying</i> <p>It was noted that safeguarding reports were included within the headteacher's report. Q: Are staff well attuned to recognising behaviours in children which might indicate that they are suffering abuse? What about differences between boys and girls? Is there an awareness of breast ironing?</p>

	<p>A: Yes the staff are well trained and are very well attuned and vigilant at both schools. Staff are aware of particular issues. As yet there have not been any specific cases of breast ironing.</p> <p>Q: When the school makes referrals under the Early Help procedures do staff feel that there is appropriate support given?</p> <p>A: Sometimes the schools believe that the cases referred warrant urgent referrals and are serious issues, but there is a disappointing lack of engagement.</p>
<p>8 8.1:</p>	<p>Committee Items:</p> <p><u>Resources Committee:</u></p> <ul style="list-style-type: none"> ➤ To receive minutes of the meeting held on 30th January 2019. Governors were in receipt of the minutes of the meeting. It was noted that a scheduled meeting of this Committee set for 18.3.19 could not go ahead because the local authority had not at that stage released draft budget funding figures for the schools. <p><u>Finance</u></p> <ul style="list-style-type: none"> ➤ To receive recommendation for formal approval of the SFVS Governors were in receipt of the updated SFVS for each school. These were formally approved by the Governing Board. The EHT informed governors that an audit was expected sometime during the new financial year, but a date had not yet been given. ➤ Governors to agree the new catering contract for Selsdon Alan Tigg outlined the process which had been undertaken for assessing candidates and then selecting the preferred company to undertake the catering contract at Selsdon (as recorded in the minutes of the Resources Committee). The recommended company was Principles which is a new provider to Croydon, but well established running catering in the Royal parks. The selection panels, who included Wendy Bainbridge, Alan Tigg, Hugo Feitor and Karen Eaton, had also been very impressed with Pabulum but considered that Principles offered greater assurance for back up contingency in the event of problems in the kitchen. The contract is for three years with an option of further extending for two years thereafter. The total cost of the contract is: £47,900 excluding VAT. Having considered the contract and hearing the recommendation from Alan, the Governing Board formally approved the go ahead with the contract, awarded to Principles. ➤ To receive recommendation that Q2 and Q3 for both schools are formally ratified The Governing Board formally approved Q2 and Q3 which had been scrutinised by the Committee. ➤ EHT to bring requests for Write Offs for governors' approval The EHT explained that she had reviewed the Write Off and Asset Register and was now keen

for a governor to come in and have an independent look, so that there is assurance that when any items identified for write off are brought to governors, the appropriate actions have been completed. It was agreed that Johnny will arrange to come in and undertake spot checks of the register and the disposal certificates and bring back recommendations to the next meeting of the Resources Committee.

ACTION: Johnny Tang to arrange to visit and undertake checks on the Asset Registers and Write Off disposal register.

Premises

➤ **Update on refurbishment work at Selsdon**

Alan Tigg reported that he had visited the school when meeting with Scott and had a look at the toilet refurbishment work. Alan reported that the work was very good, and a huge improvement to the school. The EHT said that the children, staff and parents were very pleased and there were no longer unpleasant smells in the corridors. Governors were pleased to hear of the improvement and recognised that this long overdue work had only been possible because of the revenue raised from the sale of the Caretaker's house.

The EHT said that she would like Resources Committee to review the 5 Year Premises Plan at its next meeting, noting that a huge amount of work was being undertaken to upgrade the surroundings at Selsdon.

ACTION: Review of 5 Year Premises Plan to be an agenda item at the next meeting of the Resources Committee.

➤ **To receive quotes for the external works to the Nursery at Selsdon, for formal ratification.**

Governors were in receipt of quotes for external works to reorganise the area around Nursery, re landscaping the area, and changing the gates to create a separate entrance to the right of Nursery.

Governors scrutinised the quotes and **approved Weighills** to undertake the work, noting that this contractor provided best value for money. The total cost of the works was £39,037

Health and Safety

➤ **Governors to be advised of the outcomes of the Fire And Safety meetings**

The school had received visits and Scott Greenbrook had done a lot of work to update the schools' Fire and Safety policies and procedures to take account of new guidance. However subsequently the LA had issued new proforma policies. These were currently being customised to the schools and will be brought back to the next meeting of Resources Committee for review.

ACTION: Review of updated Fire and Safety Policies and procedures to be a key agenda item at the next meeting of the Resources Committee.

School Improvement Committee

- **To note that the meeting scheduled for 14th March 2019 was cancelled due to illness.**
Noted.

- **To discuss items which had been scheduled for the agenda of 14th March: -**
Additional time had been allocated to the current meeting to enable discussion of items which had been scheduled for the meeting of 14th March.

Assessment:

- **Agreement on data presentation to be received by governors in the future**
Led by the Chair of the SIC, Robert Ward, the meeting had a full and detailed discussion about the presentation of school data noting that it was important that governors had access to the data they needed to be able to track progress and attainment, but also that they were not overwhelmed with superfluous detail which was more relevant for operational management purposes. The EHT and Deputy EHT also reminded governors of the change in emphasis in the new Ofsted framework, with a move away from inspectors focusing so heavily on in year progress data in the core subjects, and looking instead at the richness of the school curriculum and ensuring that schools are offering a wide and stimulating curriculum which inspires and ignites children's love of learning.
Governors concluded that they needed to receive a mixture of 'leading' and 'lagging' information and data so that they were both able to analyse any trends over time, and also pick up as soon as possible if there were any issues developing which should be addressed as soon as identified.
Governors were grateful to Robert who had produced graphs from the school data comparing cohorts over time. Governors felt that it was very helpful to have a visual format for **attainment** over time and Robert said that he was happy to produce this information for the School Improvement Committee meetings.
- **Review of Autumn Term Data**
Using the graphical information produced by Robert, governors looked at the current year 4 groups in both schools, and the current year 6 groups in both schools. It was recognised that the cohorts were not consistent over time because the schools had a high pupil mobility rate. The EHT and Deputy EHT explained that they were fully aware of the data set for each year group and the pupil progress meetings enabled close analysis of each pupil and input of appropriate support if required.
With regard to the Year 6 data, the EHT explained that the progress data was poor because there was an issue with the way in which assessment has been carried out historically on the basis of teacher assessment, where results did not match up with test results. This is why now the school has introduced testing across year groups (as reflected in the Assessment policy) and these test results are then used as the baseline for reflecting progress.

	<ul style="list-style-type: none"> ● <u>Update on Curriculum Enrichment and Development, ensuring that the Curriculum is as broad and balanced as possible.</u> Governors discussed the challenges for them of ensuring that they are able to have a good understanding of how the schools deliver the whole curriculum and the way in which the Foundation subjects are delivered and how they have impact on children's development. It was agreed that one of the key ways in which governors can gain an understanding of the quality of the curriculum and the way in which it is delivered is to come into school and observe delivery of lessons, activities, children's work. Governors were also welcome to accompany school visits and see the way in which the knowledge and experience of a trip is then applied. Governors also agreed that it would be important to look at children's books and agreed that it may also be helpful to receive visits to GB meetings from school staff to talk about particular aspects of the curriculum. Governors were equally mindful that in producing meaningful evaluation of the impact of the broader curriculum, it was important not to overload teachers and add to an already high workload. ● <u>Update on Behaviour/Exclusions/Supporting vulnerable pupils</u> See item 12. ● <u>Update on Attendance and Punctuality</u> It was noted that attendance at Heavers Farm was still below expectations. The EHT explained that this remains a high focus. Q: How in practice does the school grant requests for absence, noting that in the policy this is a duty of the Governing Board? A: This is done by the EHT who has discretion to act on behalf of the Governing Board.
9.	Policy Ratification: <ul style="list-style-type: none"> ➤ Staff Sickness Policy ➤ Health & Safety and First Aid Policy ➤ Whistleblowing Policy ➤ Business Continuity Plan (noting that this has only been circulated to the Chair) ➤ Complaints Policy ➤ Attendance and Punctuality Policy for both schools ➤ Early Help and Child Protection Policy for both schools Q: why are Early Help and CP policies different for each school? A: They are based on the Croydon template but are separate for each school with the designated Safeguarding leads at each school having oversight and awareness. All the above policies were formally ratified having been reviewed and updated. It was noted that the Emergency Escape Plan will form part of the Business Continuity Plan
10	Consideration of Proud to be Me Parade planned for summer term 2019.

The EHT explained that the staff team had met earlier in the week to discuss the planning and reflect on what had been learned from the experiences last year. Governors received a tabled report which outlined the expectations for delivery of equality and diversity, and a recognition that from 2020 relationships education will be compulsory in all primary schools.

The EHT explained that the school has been delivering a different theme in relation to equalities each half term, underpinned by an anti-bullying thread across the year. The half termly themes included:

Black History, Disability History, Women's Equality History, Mindfulness, Loving Our Planet, LGBTQ+ History.

The school was proposing to hold an event on Friday 12th July 2019 which will include a celebration of all the half termly themes.

Following on from negative press coverage last year and in the context of recent coverage of schools delivering relationships education in Birmingham, the school will be working hard to engage with the whole school community, sharing information and plans and explaining clearly the remit and aims of the event, and dispelling myths. Parents will be able to ask any questions on an individual basis if they wish to do so and the school will be sharing information about books and teaching resources.

The plan will also be not to engage with the press in the event of any negativity. An early press release will be prepared, but thereafter there will be no engagement with the press. The EHT explained that the previous year had been a deeply unpleasant experience for her personally when she was attacked and vilified in the press and she hoped to avoid this again, but was equally mindful that the Federation must observe its duty to teach age appropriately and celebrate everyone with an underlying message of love for one another.

Q: Would it be better to deliver the LGBTQ strand at another time of the year given that it caused such a problem last year?

A: As Pride month occurs in June it is natural that the school should tie in its work on this at the same time, in the same way it ties in work with the national focus on Black History Month etc. The school is very thoughtful about how it delivers information and is working with a number of other partners including the Brit School, Bigfoot Theatre and the Premier League.

At the conclusion to discussion the Chair asked all governors if they had any further contributions to make. A Parent Governor commented that their experience last year of the Proud to be Me celebration had been very positive and the children had been given free rein to express their pride in whatever aspect of their lives they wished. Their child had made a poster about loving our planet and the whole event had felt supportive and positive.

Another governor reflected on the impact of the video made by an ex pupil George who had expressed the importance on children's mental health for acknowledging everyone, and how as a gay young person he had felt ostracised and depressed because in his time at school there had been no recognition or discussion of LGBTQ+.

The Chair then asked governors to vote on whether or not they agreed with the school's proposals for this year and there was unanimous agreement in favour of the proposals for the Proud to be Me

	event.
11.	<p>Update on progress against targets in the school development plans and school self-evaluation (SEF)</p> <p>Governors were in receipt of the updated SDPs. It was agreed that there will be further feedback at the next SIC meeting.</p>
12.	<p>Headteacher's Report</p> <p>Governors were in receipt of a detailed Headteacher's report and questions/comments were invited:</p> <p>Fixed Term Exclusions: A query was raised as to whether any of the pupils who had received fixed term exclusions were reaching the number of days where permanent exclusion was a consideration and the EHT said that none were in this position.</p> <p>With regard to the pupils who had received fixed term exclusions at Heavers Farm, the EHT said that she was aware that there were a disproportionate number of children from a BME background. Two children had received more than one fixed term exclusion. The issues were largely social and emotional issues and the school was trying to work closely with the families and ensure that appropriate support is put in place. The EHT said that she was always very mindful of unconscious racism and would always ensure that issues were carefully examined and evaluated.</p>
13.	<p>Term Dates and Determined Admission Arrangements</p> <p>The Governing Board formally approved the term dates in line with the Croydon recommended dates for the next academic year.</p> <p>The Governing Board formally approved admission arrangements in line with Croydon's admission guidelines.</p>
14.	<p>Governors' Training</p> <p>Alan Tigg reported that he had attended Safeguarding Training and Panel Training</p> <p>Rebecca reported that she had attended Safeguarding Training and New Governor training</p> <p>Graham reported that he had attended Safeguarding Training</p> <p>Hilary reported that she had attended Driving School Improvement training</p> <p>The majority of governors had attended Ofsted training</p>
15.	<p>Confidential Items</p> <p>None.</p>
16.	<p>Any Other Urgent Business</p> <ul style="list-style-type: none"> • The Chair reported that the EHT Performance Management had been completed and signed off. • Governors' Day in School: A date was set for Wednesday 12th June, with a particular focus on the broader curriculum. It was agreed that governors would aim to spend the morning at Selsdon and the afternoon at Heavers Farm.

	<ul style="list-style-type: none">• Bank Signatories: The EHT asked for approval to change signatories on the School Procurement Card for Selsdon , removing Lynsey Barnett and adding Hugo Feitor, and the same for the school's bank account. This was formally approved.• Staff Disciplinary Committee: It was reported that a Staff Disciplinary Committee meeting had been held at Heavers Farm since the last meeting of the Governing Board, and a decision had been taken to dismiss the member of staff. There had been no appeal.
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Signed.....Chair of the Governing Board

Date.....