

## THE GOVERNING BODY OF CHISENHALE PRIMARY SCHOOL

Chisenhale Road, London, E3 5QY

### Minutes of a meeting of the governing body held at the School on Tuesday 1 July 2014

Head Ex officio	Ms	Helen	James*	LA 30/10/15	Miss	Jean	Thomas*
Staff Tchr 05/09/17	Mr	Allen	Gross*	LA 27/03/17	Dr	Jennifer	Lowe*
Staff 17/05/14	Ms	Kim	Glynn*	LA 30/09/14	Mr	Robert	Ricks*
Parent 31/10/15	Ms	Kathleen	Charlton*				
Parent 01/06/16	Mr	Akhtar	Hussain <sup>A</sup>	Community 02/07/16	Mr	Giles	Ridley*
Parent 26/04/17	Ms	Tania	Kaiser+	Community (VCh) 02/07/16	Mr	Eddie	Snooks*
Parent 16/10/13	Mr	Douglas	Thackway*	Community 10/11/15	Ms	Monica	Forty*
Parent 7/12/16	Mr	Dan	Wormald*				
Parent (Chair) 26/04/17	Ms	Deborah	Handforth*				

#### In attendance

Ms Susan Moyses, Clerk

#### Key

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Present

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Apology accepted

A

Absent

#### 1. Welcome, apologies for absence and register of pecuniary interests

The Chair opened the meeting at 6.30pm, welcoming all present.

Apologies were received and accepted from Tania Kaiser.

There were no declarations of interest in the agenda items or changes to the register of pecuniary interests.

#### 2. Organisation of the governing body

Membership would be discussed at the governors' awayday on 4 July.

#### 3. Headteacher's report

##### a. Self Evaluation (SE)

The SE had been circulated before the meeting and the following data sets had been circulated ahead of the meeting also:

- Summer 2014 attainment and comparisons with summer 2012 and summer 2013
- Progress including value added from KS1
- Average levels working at & comparison with national

Governors would have an opportunity to discuss the data at the awayday.

##### i. Progress and attainment

The school judged this area to be good. Governors noted that phonics results were improving over time (78% in 2014) and that pupils (Year 1 – 6) had made 4.2 sublevels of progress 2013-14 against a

target of 4 points. They noted there were a number of children with significant SEN Year 1. EYFS showed good progress other than in maths.

<b>Governor Question</b>	<b>School Response</b>
Why slower progress in maths EYFS?	Most likely an assessment issue. Moderation in maths – with Teaching Alliance Schools – is due. Maths has brought down GLD compared with borough averages.
Can EYFS results be re-submitted?	Yes. The school will resubmit after the moderation before the end of term.
How will the transition to Year One be handled given the data?	Step 1 – review internal assessment Step 2 – PN Benchmark for reading Step 3 – Sandwell maths assessment

### **ii. Teaching and learning**

The school judged this area to be good, with 89% good or better teaching. Governors checked that where teaching was judged less than good support plans were in place. The Headteacher confirmed this and said if necessary the capability procedures would be applied. Governors recognised that the way Ofsted judged teaching had changed and that they would look at learning over time (through books, children's discussion and the learning environment) rather than an individual lesson. Chisenhale and the borough were similarly changing their methods.

### **iii. Behaviour, safety and wellbeing**

The school judged this area to be good. Attendance was up at 96.2%. There were stronger links with local secondary schools and the School Council was very active e.g. influencing the governing body to allocate resources for new water bottles and taking part in a school meals review with the borough's catering service. Governors questioned the capacity of the kitchen to produce sufficient meals when all meals would be free from September 2014. The Headteacher said that one of the School Council pupils had suggested a Grab and Go menu and this would be offered to Year 5 and 6.

### **iv. Leadership and management**

The school judged this area to be good because the focus on both teaching and learning and progress and attainment had led to higher standards. The staff structure was secure and middle leadership was developing through the links with the Teaching Schools Alliance. Governors discussed their role in TIG and how the governing body and school was taking increasing responsibility for its own development.

### **b. Summer term data**

Governors noted improvement in Year 6 headlines 2012, 13 and 14. At Year 2, they noted results at or above estimated national expectations except in writing which was one point below the 2013 national. They raised the following questions:

<b>Governor Question</b>	<b>School Response</b>
What are the concerns about Year 1?	Large number of children with significant SEN. One child leaving for special school.
Are gaps known and planned for?	Yes. Information through the year about

	individual children shared at pupil progress meetings with SLT, phaseleaders and class teachers. Collated into groups data. However numbers were small so averaged data could be misleading.
No let up towards end of term?	July is a three week opportunity to put in targeted intervention and support.

**c. Average attainment data/ Progress Over Year/ Progress Since KS1**

Governors recognised a pleasing picture overall although concerns at Year One were noted (discussed earlier). Year Five was +3.4 above national expectations. Governors recognised the growing consistency across the year groups rather than catch up in Years 2 and 6. They noted that the school continued to embed its standards and procedures e.g. learning environment.

**d. Parental engagement**

As part of its support to the school, the borough had provided free of charge a 'Gold' SLA for parental engagement which included a range of courses.

Governor Question	School Response
Parental info re phonics teaching	Will add a session. <b>Action: Head</b> The new EYFS teacher is an experienced phonics specialist.
Maths sessions?	Three sessions already timetabled.
Summer activities, packages etc especially for Year Five	Taking children to IDEAS store (library) before end term. Summer Reading Challenge. Will consider additional maths resources for holidays.

**e. September staffing**

Noted two acting phaseleaders recruited. Staffing to be discussed at awayday.

**4. Admissions**

The borough had consulted on its admissions procedures.

**a. Secondary transition**

Governors noted the growing links with Morpeth through the Teaching Schools Alliance; 13 of the current Year Six cohort were going there. Governors noted that the picture was changing because the new Bow School site was further away and a number of free schools were opening.

**b. Reception and nursery**

September 2014 admissions had seen 4 unsuccessful appeals. Two had decided to leave the area and two had asked to defer starting in reception. One of these children was likely to have the school named in their Education Health Care plan.

**5. Arrangements for the away day**

The event would be held from 9am on Friday 4 July at the White Building E9 5EN. The agenda would now also include Data, Staffing and Link Governors.

**6. Committee reports**

**a. Minutes**

The draft minutes of the School Improvement Committee and Building Links Committee meetings (22 May) were received.

## **b. Reports**

### **i. Resources**

The committee had not met since the previous governing body meeting. Two governors (Eddie Snooks and Robert Ricks) had carried out the annual financial probity check. They reported that systems were strong overall. However there were two items for the committee's attention: firstly quotes for large items of expenditure must be put to the committee and secondly ICT equipment must be logged for disposal when obsolete. **Action: Clerk (agenda)**

The governing body noted that two other governors should carry out the check in 2015. They were pleased to note that the admin team was sharing knowledge across the team.

### **ii. Building Links**

Eddie Snooks reported on the meeting:

The school was planning to keep bees. The Headteacher was advised to visit George Green School. The committee chair would review the accident book before each meeting. Improvements had been made to the EYFS area. The playground would be discussed at the awayday. The fete had been a great success raising £4k. Congratulations and thanks to all involved especially Ruth.

### **iii. School Improvement Committee**

Kathy Charlton reported that the committee had reviewed the TIG. The practice of Lesson Studies had been discussed.

Governors questioned when the TIG would be stepping back. This would be a borough decision following the 2014 results analysis. The school could form a School Action Group which would be led by the school and invite the local authority and other TSA partners.

The Committee chair reported there had been excellent progress on the RAP. On homework, the questionnaires had been issued and Dan Wormald (governor) would be analysing the responses.

**Action: DW**

## **7. Chair's Items**

The annual staff and governors' BBQ would be held on 23 July and help with food would be much appreciated. The leavers' assembly would be held that morning. **Action: All**

## **8. Minutes of the previous meeting**

The minutes of 13 May 2014 were **agreed** as an accurate record, subject to the correction of the committee date to 17 July, and signed by the Chair.

## **9. Matters arising**

### **a. Working groups (Item 5)**

Reports would be made to the awayday (or to committees on 17 July if time did not allow)

**Action: Clerk (agenda)**

### **b. Safer recruitment training (Item 7)**

**Agreed:** raise with TSA schools the following week.

**Action: Head**

One other matter was minuted under confidential business.

**10. Any other business**

**a. Music concert**

Governors would be most welcome at the music concert on 3 July at 6pm.

**b. Strike**

The Head would endeavour to keep the school partially open during NUT/ Unison/ GMB strike on 10 July.

**c. BT**

Eddie Snooks, Chair Building Links Committee and Allen Gross, Teacher Governor would be attending a 'Barefoot Computing' event at BT. Eddie Snooks had also arranged a BT van to visit EYFS later in the term.

**11. Future meetings**

Committees Thursdays from 9.00am	Governing Body Tuesdays at 6.30pm
9.00 – 10.30 School Improvement 10.30 – 11.30 Building Links 11.30 – 12.30 Resources	
17 July 2014	
16 Oct 2014	
18 Dec 2014	11 Nov 2014
12 Feb 2015	10 Mar 2015
26 Mar 2015	12 May 2015
21 May 2015	
9 July 2015	23 June 2015

The Chair noted that this would be the last full governing body meeting for Jean Thomas. She put on record her thanks for Jean's devoted service to the school as a staff member, governor and committee chair. Formal goodbyes would be made to Jean Thomas and to Jane Thorington-Hassell on 23 July.

One item was minuted as confidential business and the Chair closed the meeting at 8.20pm.

Chair \_\_\_\_\_ Date \_\_\_\_\_

Minutes prepared by <a href="mailto:Susan.Moyse@blueyonder.co.uk">Susan.Moyse@blueyonder.co.uk</a>
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