

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 7 May 2013

Head Ex officio	Ms	Helen	James*	LA 30/10/15	Miss	Jean	Thomas*
Staff Tchr 30/09/14	Miss	Lisa	Grant*	LA (Chair) 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*	Community 17/05/14	Rev	Jane	Thorington-Hassell*
Parent 01/06/16	Mr	Akhtar	Hussain*	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*	Community 07/05/17	Ms	Lucy	Pieroni*
Parent 26/04/17	Ms	Deborah	Handforth*				

In attendance

Ms Susan Moyse, Clerk

Ms Sue Hamment,

Tower Hamlets School Improvement Service

Ms Jo Bird, Finance Officer

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 governing body introduced themselves and were sorry to hear that Jenny Lowe was unwell. They passed their very best wishes to her for a speedy full recovery. As the Chair was absent the Vice Chair opened the meeting at 6.30pm, welcoming especially the new parent governors Tania Kaiser and Deborah Handforth and prospective community governor Lucy Pieroni. Apologies were received and accepted from Kim Glynn, Jenny Lowe and Giles Ridley. Rachel Head, Parent Governor, had resigned. Governors were pleased to hear that she would remain active in the school and thanked for her service.

The new governors made their entries in the register of pecuniary interests. Monica Forty declared her interest in item 6 as a senior officer with lead responsibility for Early Years in the borough. There were no other declarations of interest in the agenda items.

2. Organisation of the governing body

a. Parent Governors

The Headteacher reported that there had been three nominations for the two parent governor vacancies. One of the candidates had withdrawn and she would be considered for co-option to the

community vacancy. New governors were invited to attend all three committee meetings on 17 June 2013 in the first instance.

b. Community Governor

The Headteacher introduced Lucy Pieroni, a parent at the school. Ms Pieroni explained that she worked with the Worshipful Company of Musicians, inspiring children to enjoy music, especially classical music, and had links to a number of city livery companies. She left the room while the governing body considered her co-option as a community governor. This was **agreed** and Lucy Pieroni rejoined the meeting. **Action: Clerk**

3. Targeted Intervention Group (TIG)

a. Introduction

Sue Hamment, School Improvement Officer, explained that the borough had recognised that the school was causing concern following 2012’s Key Stage Two results. This meant that the borough offered greater scrutiny and support to the school. The borough had set up a Targeted Intervention Group (TIG) in autumn 2012 and the TIG monitored a specific action plan – known as a Raising Achievement Plan (RAP) - drawn up by senior leaders in the school. The TIG membership included borough officers, local headteachers and the school’s senior leadership team (SLT). Chisenhale was one of a small number of schools in Tower Hamlets with a TIG. The RAP had originally covered four areas:

- Attainment & progress
- Teaching & learning
- Leadership & management
- Behaviour & safety – as this was graded good at Chisenhale, it was no longer a focus for TIG.

b. TIG Minutes

Ms Hamment referred governors to the 27 March 2013 TIG minutes which had been circulated prior to the meeting. She said that the borough had been very impressed with the school’s commitment to improvement and would be recommending the model of a Governors’ Strategic Monitoring Group to other schools.

c. Attainment & progress

Overall progress in this area was satisfactory. Reading and maths were stronger but writing remained an area of concern. Data would be reviewed at the next TIG meeting.

d. Teaching & learning

Overall progress in this area was just below good. Teaching quality had been reviewed in mid February. Overall teaching quality was improving with 78% graded good or better at the March 2013 review. This compared with 58% in January. Governors asked the following:

Governor question	Borough response
What causes the inconsistencies in teaching?	Less experienced or less confident teachers acquiring skills. Improving over time – would be checked again this half term
What support is offered where lessons judged inadequate/ requiring improvement?	Teachers have support plans. Supportive and specific about how to improve
What is the role /impact of the Phase Leader role in long term improvement?	Covered by TIG under leadership & management

e. Leadership & management

This area had been assessed as good. Each of the strong SLT were developing skills and improving practice, which would allow the borough to step back from the school in time. However at the moment the borough staff and other headteachers were validating the school's own judgments.

Governor question	Borough response
Timeline for borough support?	Progress against the RAP reviewed termly. The LA would want to review 2013's results at least. Anticipated 2013-14 to be a transition year, with monitoring rather than intervention in 2014-15
Was the borough's intervention early enough? What were the triggers?	Intervention because of KS2 results. Not known if early enough - dependent upon date of next Ofsted inspection. Borough does have increasingly limited resources but uses intelligence data to allocate their officer time
Experience of other headteachers involved?	Local heads of schools which are good / outstanding. Have experience of dramatically improving schools. One is an outstanding school and the other is a school that has been through TIGs and then got "good" in a recent OFSTED.
Context of school; could therapeutic intervention be helpful?	All children need to be confident and enthused to write well. All children have their progress tracked and SLT know them & their emotional needs well. Head is looking into therapeutic input used by other schools in the borough, to address areas of need left after the retirement of the Learning Mentor.
How long has writing been an issue?	School had strong focus on maths following previous inspection. Now on right track with maths and the need to move writing to higher level
How sustainable are the 'Writer in Residence' and other interventions?	HJ – Detailed costed plans are in place for writing across the school. The Writer in Residence has been kindly funded by the Weavers' Company. Thanks noted to Giles Ridley. If successful, the school would have to consider whether it could be incorporated into future years.

Governors thanked Sue Hammett for attending and she left the meeting. Akthar Hussain gave his apologies and also left the meeting at 7.10pm.

4. Strategic Monitoring Group (SMG)

Eddie Snooks and Douglas Thackway reported back on the SMG held in April 2013 which they had attended with the Head, Helen James. They had reviewed the 27 March TIG minutes and questioned the Headteacher in depth about data on the quality of teaching. Items for action would be brought back to the committee meetings in June. Governors questioned the SMG as follows:

Governor question	SMG response
When was pupil progress data collected?	Collected once per term, so the most recent is Spring term data. Writing is levelled /moderated in teams including borough officers. Each pupil's work is levelled and then "up levelled" i.e. pupil given advice about how to improve to next level
Would it be possible for governors to see examples of children's work/ children at work?	Agreed to ask School Council to conduct tour Action: Head
How do teachers level written work?	Agreed email Lancashire grid to governors Action: Head

5. Budget

a. Approval of 2012-2013 Budget Outturn Report

Jean Thomas referred governors to the out turn statement showing a year-end surplus of £227,014, comprising £7,859 capital and £219,155 revenue surplus. She confirmed that this had been reconciled with the school's cash book and the borough's accounts. The brought forward balance at the start of the 2012-13 financial year had been £279,527.

The governing body **agreed** to accept the 2012-13 statement.

b. Approval of 2013-2014 & Future Forecast Budgets

Members of the resources committee reminded governors that they had reviewed the proposed budget line by line at their meeting on 25 March 2013. The governing body noted recent amendments to that draft including an additional £10,324 adjustment to the employer's pension contribution for a recently retired staff member. The other recent amendments were below £1,000.

Governors queried proposed expenditure on behaviour support when this had been identified as an area of success earlier in this meeting. Jean Thomas explained that the resources committee had agreed that, following the retirement of the learning mentor, a budget should be available for the behaviour functions previously in that post. The role was currently under review. Governors were keen that the school maintained its pastoral provision.

Governors questioned the percentage of budget spent on staff and were assured that 76% was sustainable and well within the normal range.

The governing body noted the forecast surplus for 2013-14 of £29,925 and it was **agreed** to adopt the budget plan proposed.

6. Nursery & Reception Admissions

Governors were aware of the high profile campaign and media reports regarding local children not getting places in reception. The Headteacher explained that traditionally the school had 36 nursery spaces and 45 in reception. This year, there was a shortage of places across London and also the borough's new catchment areas had inadvertently affected families living close to the school. The catchment around Chisenhale and its neighbouring schools had been drawn to include new housing developments near the Olympic park. Furthermore, 25 of the 45 reception places had been allocated to siblings and others with high needs. Nine children in the Nursery currently had not received a Chisenhale reception place. The Head understood that two families were leaving the area so 7

families were affected this year. The school had facilitated a meeting for the families with the Director, the Head of Admissions and Councillor Josh Peck. Governors also noted:

- Possible attendance issues for families living further from the school
- Reception appeals process scheduled for June
- Long term desirability of expanding the school
- Currently nursery children in mixed age classes with reception children
- From September, the school would be funded for a proportion of part time places (29 FT /14 PT)
- The Head had written to 43 prospective nursery parents asking to choose full or part time. It was **agreed** that the Headteacher and Monica Forty discuss the school's full and part time nursery admissions criteria. **Action: Head/ M.Forty**

After further discussion, it was **agreed**

- To organise an additional governing body meeting should it be necessary
- That parent governors, if asked, should advise other parents that the governing body was discussing the issue; that it was supportive of the families' position but that admissions to reception were the responsibility of the local authority **Action: Parent Govs**

7. Headteacher's Items (if any)

The Headteacher reported two matters under confidential business.

8. Governor Visit Reports and Other Governor Reports (if any)

Agreed to consider reports from Jean Thomas and Eddie Snooks at the next meeting, and to email the visits policy and format to the new governors. **Action: Clerk**

9. Chair's Items

The Vice Chair reported that he had taken action to adopt the borough's capability procedure. This policy would be an agenda item for 17 June 2013 Resources Committee (policy to be circulated).

Action: Clerk

10. Director's Report & Tower Hamlets Governor Training Programme

a. Items for action – Admissions Forum

The LA is seeking a parent governor from an LA maintained school to fill one of the four places for parent representatives on the forum. It was agreed that individual governors should contact the Head of Admissions if interested in this role. **Action: D.Handforth**

b. Exclusion Training

Governors noted that the local authority was offering training on exclusions on 22 May or 26 June. Bookings were to be made via the borough. **Action: Govs**

11. Minutes of the Governing Body Meeting of 19 March 2013

The minutes were **agreed** as an accurate record and signed by the Chair.

12. Matters Arising from the Previous Meeting

a. Link Governors (Item 3)

Agreed that Kathy Charlton discuss the role of Key Stage One link governor with the headteacher. **Action: KC/Head**

Link arrangements for the new governors would be discussed at a future meeting following attendance at the 17 June committee meetings. **Action: New Govs/ Clerk**

13. Any Other Business

a. Links with Livery Companies

Agreed that Lucy Pieroni and the headteacher discuss making links with other livery companies.

Action: LP/Head

b. Fair Trade Day

The school would be hosting a Fair Trade day on 3 June 2013.

c. Street Party

A neighbourhood street party was to be held on 2 June 2013 with a coronation theme. The school playground would be used as at the successful 2012 event.

d. Admissions & Transition

Agreed to have a report on nursery and reception admission numbers and year 6 transition, showing patterns over time, at the next meeting.

Action: Head/ Clerk

14. Dates and Future Business

Committees Mondays at 9.30am	Governing Body Tuesdays at 6.30pm
15 Oct 12	
26 Nov 12	13 Nov 12
14 Jan 13 4 Feb 13	19 Mar 13
25 Mar 13	7 May 13
17 June 13	2 July 13 25 June 13

Following confidential business, minuted separately, the Vice Chair closed the meeting at 8.35pm.

Chair _____ Date _____

Minutes prepared by
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