

## THE GOVERNING BODY OF CHISENHOLE PRIMARY SCHOOL

Chisenhole Road, London, E3 5QY

### Minutes of a meeting of the governing body held at the School on Tuesday 12 May 2015

<b>Head Ex officio</b>	Ms	Helen	James*	LA			Vacancy
<b>Staff Tchr 05/09/17</b>	Mr	Allen	Gross*	LA	Dr	Jennifer	Low*
<b>Staff 17/05/14</b>	Miss	Kim	Glynn*	LA	Mr	Robert	Ricks*
<b>Parent</b>		Neil	Cunningham <sup>A</sup>	Community	Mr	James	Heald <sup>A</sup>
<b>Parent 26/04/17</b>	Ms	Tania	Kaiser*	Community	Mr	Giles	Ridley*
<b>Parent 7/12/16</b>	Mr	Dan	Wormald*	Community (V/Chr)	Mr	Eddie	Snooks*
<b>Parent (Chair) 26/04/17</b>	Ms	Deborah	Handforth <sup>A</sup>	Community	Mr	Douglas	Thackway*
<b>Parent</b>		vacancy		Community	Mr	Jonathan	Clamp*
<b>Parent</b>		vacancy		Associate	Fr	Brian	Ralph <sup>A</sup>
<b>Associate 10/11/18</b>	Mr	Akhtar	Hussain <sup>A</sup>	Associate	Ms	Joanne	Clensy*
<b>In attendance</b>				<b>Key</b>			
Ms Joanne Bird, School Finance Officer (Items 1&2)				*		Present	
Ms Susan Moyse, Clerk				+		Apology accepted	
Ms Silvia Sovic, prospective associate member				A		Absent	

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

As the Chair had sent apologies, Eddie Snooks opened the governing body meeting at 6.35pm welcoming all present, especially Silvia Sovic, prospective associate member. Apologies were received and accepted from Deborah Handforth, Neil Cunningham, James Heald, Akhtar Hussain and Fr Brian Ralph. There were no declarations of interest in the agenda items. The register of pecuniary interests was updated. (Clerk to send form to Douglas Thackway). **Action: Clerk**

#### 2. Financial matters

##### a. Year end 2014-15

Governors welcomed Jo Bird to the meeting. She referred to the Year End Report had been circulated before the meeting. Governors noted the £157,165 surplus carry forward. They congratulated Jo on the accuracy of the budgeting in 2014-15 and noted that the Year End Reconciliation Statement had been submitted to the local authority.

*Douglas Thackway joined the meeting 6.40pm*

Governors raised the following queries:

Governor Question	School Response
Overspend on supply?	32k overspend balanced by £31k underspend on teaching
Where is playground budgeted?	£70.5k of £157k surplus is earmarked for the playground. £13k is committed for other projects.
Example of where school development plan / RAP changed 2014-15 spending?	Writing – increased spend on training. Subject-specific training coded under the subject.
How much income was achieved from the solar panels?	£1233 for part year (Sept- March)

### b. Budget planning 2015-16

The governing body received the CFR 2015-16 report and budget notes (previously circulated). They raised the following questions:

Governor Question	School Response
Impact of election result on funding	Not known overall. Pupil Premium was a LD policy. Changes to benefit rules had affected the school. Noted unfilled places in reception for Sept possibly due to free schools opening. Pupil Premium and Mayor's FSM guaranteed for 2015-16. <b>Agreed</b> to consider risks to funding at the awayday. <b>Action: Head/ Clerk</b>
Will change of Tower Hamlets mayor affect funding KS2 meals?	Guaranteed for 2015-16; not known after that.
Staffing for September 2015	See budget notes (annex). Governors discussed the additional Assistant Headteacher post which had been included in the budget but recruitment had not been successful.
Weavers' Company Funding	Thanks noted to Giles Ridley and the Weavers' Company. He noted that the Weavers' Company was very impressed with the school.
Playground	£80k of the contingency had been committed to this project.
Unilever funding	Unilever now funded through Oxfam-led projects e.g. cookery and 'strengthening families'.

Jonathan Clamp, Chair of the Resources Committee reported that he and Jenny Lowe had carried out a financial controls assurance visit. They had concluded that controls were sound and the school posed a low risk.

On the recommendation of the Resources Committee, the governing body **agreed** the 2015-16 budget plan for submission to the local authority. **Action: Head /Jo**

*Jo Bird was thanked for her work and she left the meeting at 7.10pm*

### 3. Membership of the governing body

- a. The governing body noted the current membership, especially the election of Neil Cunningham as parent governor. Associate member appointments would be considered after reconstitution.
- b. The governing body **agreed** that the draft instrument of government - attached as annex A – should be submitted to the local authority. **Action: Clerk**
- c. The membership of the reconstituted governing body would be considered at the next meeting **Action: Clerk**

### 4. Governor reports

There were no new reports. It was **agreed**:

- to set a new date for an open morning **Action: AG/ Head**
- schedule planned linked phase governors / phase leaders focused meetings to consider PL report **Action: Head/ Links**
- PL reports to be circulated **Action: Head**
- Include on SIC agenda **Action: Clerk**

### 5. Headteacher's update

#### a. Year Six SATS

- SATS this week (reading, SPAG and maths) generally going well
- 10+ children sitting L6 papers in each subject
- Results in July

#### b. TIG

The next TIG was scheduled for 18 May and would be reported to SIC 21 May. The focus of the TIG would be:

- Ensuring Ofsted / HMI issues all addressed
- Reading – closing gaps
- Writing – improved attainment
- Maths – better progress, problem solving and new equipment (thanks to Weavers' Company)
- Marking - especially during lesson
- Leadership – improving quality of teaching & learning
- SLT monitoring
- Curriculum review & planning – INSET day 11 June

#### c. Admissions

- Reception full; 6 nursery children did not get places
- New nursery has 33 boys and 10 girls
- Retaining full time 80:20 part time ratio
- 4 new arrivals with little or no English
- 1 vacancy in whole school (Y2)

#### d. Staffing

- 1 teacher resignation known for September
- 2 midday supervisors retiring
- Assistant Headteacher not recruited – insufficient field. Will re-advertise
- The 2 teachers starting September will come to INSET day and class swaps
- 1 agency teacher leaving at half term - will be covered internally.

## e. Projects

- Food topic followed by space
- Barclays money week planned for end of term
- Swimming UKS2 at Olympic Park
- Borough Market project with KS1
- Bees and food event with local schools
- Parents courses e.g. made of money
- Into University UKS2
- PTA World Food Event 20 May
- Worshipful Company of Scriveners led calligraphy workshops and awarded pen licences
- Year 6 journey next half term with 38/44 attending

Governors thanked the Headteacher for her report and for the range of opportunities that she, the staff and the PTA offered. The governing body recognised the amount of pressure that the staff were under especially with an Ofsted inspection expected.

## 6. Raising Achievement Plan

The governing body noted that the RAP had been updated with budget figures. **Agreed** that the RAP would be circulated to all governors for discussion at the SIC on 21 May. **Action: Head/ Clerk**

*Giles Ridley gave his apologies and left the meeting at 7.45*

## 7. Committee

### a. Minutes and reports

The governing body received the draft minutes from the meetings held on 26 March. It was **agreed** that governors should contact Committee Chairs if they needed any clarification or more information.

### b. Policies

The policies had been reviewed by the appropriate committee / link governor and circulated to every governor before this meeting.

Governor Question	School Response
Does the school anticipate any problems in encouraging parents to take up HRE?	Very helpful to have a parent engagement officer and to have active PTA members. Tower Hamlets wants presumption to be that children will have HRE - safeguarding. Letter to parents will not include an opt-out slip. Parents will be encouraged to attend meetings with Head & Phaseleader. <b>Agreed</b> to send reminders about meetings. <b>Action: Head</b>
When will HRE policy be reviewed?	2017
Medical conditions- Has bee-keeping been risk assessed? Including allergy risk	Children with known allergies (e.g. peanuts) have own epipens – prescribed for that child only. Staff have been trained.
Asthma pump availability?	In an emergency, children may use another child's pump.
Defibrillator purchase?	<b>Agreed</b> refer to Building Links Committee. <b>Action: Clerk</b>

The governing body **agreed** to ratify the following policies recommended by the committees:

- Special Education Needs & Disability
- Health & Relationship Education
- Social, Moral, Spiritual and Cultural Education
- Medical Conditions

*Tania Kaiser apologised and left the meeting at 7.55pm*

## **8. Chair's items / working groups**

The working group items would be referred to the committees.

**Action: Clerk**

## **9. Director's report and governor training**

a. The Head reported that the school had applied to take part in the White British Underachievement project but would not be used as a case study. The Year 5 children would be participating in an online questionnaire.

b. The two 'action' items would be referred to the Resources Committee

**Action: Clerk**

c. Jonathan Clamp reported that he had attended the borough session on 'Taking the Chair' which had been very useful with good resources and best practice guides.

d. **Agreed** to circulate the list of training courses to all governors and check that the borough's mailing list was up to date.

**Action: Clerk**

e. Governors had attended a session on Ofsted led by Monica Forty. She had been impressed by the governing body's knowledge and commitment. It was **agreed** to circulate the Ofsted questions sheet (which now included staff comments) and to re-circulate the one page headlines document.

**Action: Head**

f. Awayday

**Agreed** to survey governors for a more popular date.

**Action: AG/ Head**

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

The minutes of 10 March 2015 were **agreed** as an accurate record and signed by the Chair.

## **11. Matters arising**

a. Attendance (item 4d)

This would be reported to the SIC committee on 21 May.

**Action: Clerk**

b. Playground (item 6a)

The project was on track. It was hoped that the architects would present final plans to the school the following week with a view to building during the summer holidays.

## **12. Any other business**

Governors noted that the Headteacher was meeting with committee chairs each half term.

### 13. Future meetings

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

There was no confidential business and the Chair closed the meeting at 8.30pm.

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

Minutes prepared by  
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**Annex 1**

**Budget notes**

**Annex 2**

**London Borough of Tower Hamlets**

**Chisenhale Primary School**

**Instrument of Government**

1. The name of the school is Chisenhale Primary School.
2. The school is a community school.
3. The name of the governing body is "The governing body of Chisenhale Primary School".
4. The governing body shall consist of:
  - a. Four parent governors
  - b. One LA governor
  - c. One staff governor
  - d. One headteacher
  - e. Seven co-opted governors
5. Total number of governors: 14
6. The term of office for all governors is four years
7. This instrument of government comes into effect on 1 July 2015
8. This instrument was made by order of the London Borough of Tower Hamlets Local Authority on .....

A copy of the instrument must be supplied to every member of the governing body (and the headteacher if not a governor), any trustees and to the appropriate religious body.