

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 13 May 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 (V Chr) 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 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		Vacancy	
Parent (Chair) 26/04/17	Ms	Deborah	Handforth*				

In attendance

Ms Susan Moyse, Clerk

Ms Jo Bird, Finance Officer

Key

*

Present

+

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, especially Jo Bird, Finance Officer. Apologies were received and accepted from Akhtar Hussain, Dan Wormald, Eddie Snooks and Monica Forty. There were no changes to the register of pecuniary interests and there were no declarations of interest in the agenda items.

2. Organisation of the governing body

a. Link governor reports

The link governor arrangements had been circulated.

Agreed to circulate Jean Thomas' EYFS link report.

Action: Head/ Clerk

b. Membership and committee membership

Governors noted the forthcoming changes to the governing body constitution regulations.

3. Budget 2014-15

The Chair of the Resources Committee explained that the budget plan originally suggested by the Resources Committee had projected a £30k deficit by 2016-17. Planned curriculum expenditure in 2016-17 had therefore been reduced to produce a surplus of £1k. Governors recognised that:

- 2014-15 included £50k for playground.

- Income variables not known – Pupil Premium, full time 60:40 part time nursery, SEN.
- Pupil Premium was driven by FSM which may be affected by the introduction of Universal Free School Meals (UFSM). Jenny Lowe said that she had attended the Director's Briefing where the borough had reassured schools that they would be reviewing systems to ensure that parents applied for FSM. Governors noted that the school staff were ready for the September introduction.
- Staffing accounted for 80.5% of planned expenditure, well within guidelines.

Year End 2013-14

Governors received the Year End reconciliation report. They noted that the reconciled balance was £157,824.71 (revenue) and £748.00 (capital) totalling £158.5k

The governing body **agreed** to ratify the budget plan. They thanked Jo Bird for her work in setting the budget, noting that the school had been using a new budget planning software package.

Jo Bird left the meeting at 7.10pm

4. Headteacher's update

The Headteacher would be making a full report to the 1 July governing body meeting. In the meantime, she updated governors as follows:

- a. SATS were going well this week. More than 10 children were sitting each of the L6 papers.
- b. TIG (Targeted Intervention Group) would meet the following week; Kathy Charlton would be attending for the governors. The Headteacher would report on the TIG to the committee meetings on 22 May. The latest school judgements (in EYFS and Key Stage One) had found 93% good or better teaching with 30% outstanding. The Headteacher explained that Ofsted no longer judge individual lessons; rather they take a view of data/ progress, books/ environment and observation to contribute towards a judgement. The LA officer had said she had been particularly pleased with the quality of the work in books.
- c. New curriculum – Staff had met today to consider how the Chisenhale topics would link with children's skill development. Forthcoming INSET would be on the skills progression document. The governing body endorsed the Head's thanks for the additional work put in especially to Faye Worthy and Amy Wood.
- d. Admissions – Six nursery children had not got a place in reception. The borough would be changing the nursery admission criteria to reflect the schools' catchment areas for the next round of admissions. Governors noted that the current reception still had two additional filled places following last year's successful appeals. Governors understood that the school would have to 'defend' any appeals this year and that last year had been an exception until the catchment area issue had been resolved. The governing body was aware that the nursery ratio was currently full time 80:20 part time but future funding would be based on 60:40. They queried whether it would be possible for working parents to take a part time place and pay for the other half.
- e. Pupil premium / free school meals – Governors noted that the school would be able to make the FSM/PP application on parents' behalf, once the forms had been filled in. Sensitive information would only be requested after the parent had secured a place with the school and would be stored in line with the Data Protection Act.
- f. Sex and Relationships Education – The school would be redrafting its SRE policy to reflect changes in the national curriculum. The current arrangements would apply to summer 2014. Governors were re-assured that there would be a full consultation on the new SRE curriculum before implementation in 2015.

- g. Current projects – including 'Technology will save us'. Governors discussed how the learning and WOW moments could be captured in the more creative elements of the curriculum e.g. golden clubs, gardening, arts award. They noted how it impacted on children's confidence and social skills.

Agreed to check how progress in creativity could be recorded in new MIS.

Action: Chair

5. Update from working groups

a. Food

- Seeking 'Food For Life' silver award
- Dining system improvements
- Taking part in Big Cook/ Food Revolution Day
- Bees have been ordered

b. Playground

- Issue of impact of playground on garden
- Phased implementation – starting with monies identified in school budget
- Seek children/ staff/ parent views

c. Curriculum and homework

- Curriculum covered above
- Developing use of FROG for homework
- Dan Wormald and others were developing homework questionnaire

d. Expansion

- Meeting arranged regarding premises
- Consider impact on playground

e. Communications

- Website up to date, popular and useful for parents e.g. recent letter about plans
- Texting service helpful

Agreed to have short written reports from each working group to 1 July meeting

**Action: Chair/ Head/ Group leaders/
Clerk for agenda**

6. Chair's Items

- a. **Agreed** to hold an awayday on the morning of Friday 4 July.

Action: All gobs to attend if available

Action: Head/ DT to arrange venue

Action: Head/ Chair / Clk to agree content

- b. **Agreed** to circulate brief action points as soon as possible after meetings

Action: Clerk

7. Director's report and governor training

Governors noted the information items in the report which had been sent directly from the borough. The training opportunities were also noted. It was **agreed** to consider whether Safer Recruitment training could be offered through the Teaching Alliance.

Action: Head

The Head reminded governors that the school had subscribed to The Key for School Governors (formerly TEN Governor) which provided useful online resources.

8. Minutes of the previous meeting

The minutes of 18 March 2014 were **agreed** as an accurate record, subject to Kathleen Charlton being listed as Vice Chair, and signed by the Chair.

9. Matters arising

Item 4.b.iv Teaching Alliance

The other Teaching Alliance school governors were keen to work with Chisenhale governors, perhaps on a focused project.

10. Any other business

None

11. Dates 2013-14

Committees Thurs from 9.00am	Governing Body Tuesdays at 6.30pm
17 Oct 2013	
19 Dec 2013	12 Nov 2013
13 Feb 2014	18 Mar 2014
27 Mar 2014	13 May 2014
22 May 2014 (Not Resources)	1 July 2014
10 17 July 2014	

There was no confidential business and the Chair closed the meeting at 7.50pm.

Chair _____ Date _____

Minutes prepared by Susan.Moyse@blueyonder.co.uk
