

## THE GOVERNING BODY OF CHISENHLE PRIMARY SCHOOL

Chisenhale Road, London, E3 5QY

### Minutes of a meeting of the governing body held at the School on Tuesday 12 November 2013

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

<b>In attendance</b>	<b>Key</b>	Present
Ms Susan Moyse, Clerk	*	Apology accepted
Ms Di Warne, LB Tower Hamlets (item 1)	+	Absent
	A	

#### 1. Welcome, Learning Walk & Input from the Local Authority

The Chair opened the meeting at 6.00pm, welcoming all present. The meeting had been preceded by a learning walk to see the recent changes to the learning environment. Di Warne described the LA input to the school, recent pupil progress data and answered governor questions (see annex 1).

#### 2. Apologies for absence and register of pecuniary interests

Apologies were received and accepted from Kim Glynn and Akhtar Hussain. Lucy Pieroni apologised that she would have to leave the meeting early. There were no changes to the register of pecuniary interests and no declarations of interest in the agenda items.

#### 3. Organisation of the governing body

##### a. Election of vice chair

There had been only one nomination for the post of Vice Chair 2013-14 – Kathleen Charlton. She left the room while governors unanimously **agreed** that Kathy Charlton serve as vice chair until the first meeting of the autumn term 2014. Kathy Charlton returned to the room and the governing body thanked Eddie Snooks for his many years' service as vice chair.

##### b. Terms of reference

The terms of reference were **agreed** for the Resources committee, the performance management group, Building Links and School Improvement Committees.

**c. Financial code of practice**

The governing body **agreed** to adopt the borough code.

**d. Committee membership**

It was **agreed** that Allen Gross join the SIC and Resources Committee.

**e. Performance management**

It was **agreed** that Douglas Thackway, Robert Ricks and Kathy Charlton for the 2013-14 panel.

**f. Pupil discipline, employee relations and appeals**

**Agreed** that all non-staff governors may serve on panels as required.

Lucy Pieroni apologised that she had to leave the meeting. She asked that her concerns about the school expansion into the other premises be put on record. It was **agreed** that the Chair follow this up. **Action: Chair**

*6.45 pm Louise Pieroni left & Monica Forty joined the meeting*

**4. Financial matters**

**a. Statement of Internal Control**

The Chair and Robert Ricks had reviewed and tested the financial systems in place at the school and had been reassured that they were robust. The governing body **agreed** to sign the 2012-13 Statement of Internal Control for submission to the local authority.

**b. School Financial Value Standard**

It was **agreed** to delegate responsibility for the SFVS to the Resource Committee. **Action: Clerk**

**5. Governor items and reports**

**a. Theatre company - Punchdrunk**

The governing body received Lucy Pieroni's report. Governors had been delighted with the project. Allen Gross added that children had been taken back into the exhibit to look at objects in detail, and they had produced amazing language and writing. This was a project funded by Weavers.

**b. Link visits**

It was **agreed** that governors' comments in link visit reports should be followed up by the SIC. **Action: SIC/ Clerk**

**c. Ofsted update parent meeting**

The governing body received Lucy Pieroni's report of the meeting held with parents. The Chair added that the parent governors had been present as had the Headteacher. The meeting had discussed homework, the new class working arrangements and communications, especially the website. The governors discussed the website progress and the frog portal. Allen Gross reassured governors that frog was secure. It was **agreed** to draft safeguarding guidance. **Action: MF/ Head**

**d. This evening's tour**

Governors had visited three classrooms: EYFS, Yr 1&2 and Yr 6. The Headteacher reminded the governing body that they were welcome to return and suggested using the guidelines on marking, the learning environment (circulated to the October SIC).

## 6. Headteacher's report

### a. HMI

HMI had judged that the school was making effective progress. The Chair pointed out that this was particularly pleasing because the visit had been early in the term and the HMI had already seen progress. The Headteacher said that HMI had three more days allocated to the school and that the focus would be agreed by the school e.g. she could work with governors. Governors asked in light of HMI's 'effective' judgement, when would the borough withdraw the TIG. Monica Forty said that the borough reviewed all of its schools causing concern at the end of each term. She said that as the issue at Chisenhale had been KS2 test scores, she expected that the borough would want to see a full set of improved data before withdrawing. Governors noted there was a difficulty in the school proving it could succeed on its own while the borough was still leading the TIG. Monica Forty suggested that the TIG could become more school-led during the year. The Headteacher said that the school chose to buy in borough support at the highest 'gold' level. Governors noted that different LA officers provided support and others challenged the school via the TIG. The school participating in the Teaching Schools Alliance (reported to the SIC) provided good evidence of the school's growing ability to lead its own development.

### b. Self Evaluation Form Summary

The summary had been circulated with the meeting papers and governors agreed that the format was useful. The Headteacher highlighted the following items:

#### i. Progress & Attainment incl Special Education Needs

Data had been considered in the earlier part of this meeting with Di Warne and also at the SIC. SEN had been the subject of a link visit with Eddie Snooks. It was **agreed** to invite all governors to an additional SEN meeting on Wednesday 4 December 2013 at 5.00pm. **Action: All gvs/ HT**

#### ii. Teaching & Learning

Teaching had been judged this term as 85% good or better, with 23% outstanding. Support plans were in place where necessary, for any teachers judged less than good. A cycle of peer observation would commence the following week. Staff were finding the guidelines and expectations documents useful. PAL interviews were being carried out with the children.

#### iii. Behaviour & Safety

Attendance was now at 96.2%. The new EYFS phaseleader was leading on CPSHEEE (Healthy Schools). The school had been awarded a bronze food for life award and attended the Westminster Abbey harvest festival with the Duchess of Cornwall.

#### iv. Leadership & Management

The school had joined the local Teaching Schools Alliance (reported to SIC). Governors **agreed** to consider whether the chairs of the governing bodies could network/ train together.

**Action: Head/ Chair**

Governors were reassured to hear there was no financial/ legal commitment to the TSA. It was **agreed** to present terms of reference to the governing body. **Action: Head/ MF**

School staff were taking part in qualification training with the Institute of Education and the Teaching Schools Alliance. One phaseleader was on maternity leave and another was leaving the school.

## 7. Raising achievement plan

Governors received the latest version of the RAP which had been updated by the Chair and Vice Chair. They noted that the RAP took priority over the SIP at the moment. In future it might be more appropriate to draft the SIP on a financial year, bringing together curriculum plans (ready to run from September), building links priorities and the RAP. **Action: Head (to consider)**

## 8. Committee reports and policies

### a. Retirement

Jean Thomas reminded governors that she was intending to step down in July 2013. Governors **agreed** to consider the future chairing the Resources Committee. **Action: All gobs**

### b. Minutes

The minutes of the following committee meetings were received:

i. School Improvement Committee	17 October 2013	17 June 2013	15 July 2013
ii. Resources	17 October 2013	17 June 2013	
iii. Building Links	17 October 2013	17 June 2013	

### c. Policies

- i. Tania Kaiser and the Headteacher were mapping the policies in place and review dates. Whenever possible the governing body was delegating policy approval to the headteacher. Policies were uploaded to the website; with staff policies available on the intranet. Governors questioned the access to FROG/ school website. It was **agreed** to check. **Action: AG/ Chair**
- ii. The following policies, recommended by committees, were **agreed**:
  - Pay
  - Capability
  - Charging

### d. Reports

It was **agreed** to have a short report of 2 or 3 bullet points from each committee chair at future meetings. **Action: Clerk**

#### i. School Improvement Committee

Kathy Charlton reported that SIC had focused on the HMI findings. The SIC had looked at link governor roles and questions for SLT. The Raise Online data would be considered at a future meeting.

#### ii. Resources

Jean Thomas said the Resources Committee had considered the staffing update. Budget monitoring was on track. The pay and capability policies had been reviewed in detail.

#### iii. Building Links

Eddie Snooks reported that the committee had been focusing on the fabric of the building. Governors asked about sustainability. The committee chair said that radiator valves had been installed as had solar panels. He thanked the Premises Manager, Chris Hawgood, for his work and added that an assistant role was being followed up. Governors noted that the school Christmas fair was on the same date as another local school and wondered whether better communication could be done between schools in future.

The governing body noted that the borough had introduced the Fixed Penalty Notice scheme in all its schools. They discussed the impact of non attendance / family holidays on learning. The Headteacher said that the school had sent out the letter but had not had occasion to use FPNs.

## 9. Chair's Items

### a. Event for staff and governors

**Agreed** to draft an outline for a shared event on 6 January 2014. The governing body noted its thanks to the Weavers Company for funding. **Action: Head/ AG**

**b. Working groups**

It was **agreed** to set up a number of short term working parties to address the following issues. Governors **agreed** to nominate themselves to the group/s that interested them. Each group would draw up its own tasks/ terms of reference. **Action: Clerk/ All govs**

- i. Communications
- ii. Playground
- iii. SEN: 4 Dec meeting arranged
- iv. Homework & Curric
- v. Food
- vi. Expansion

**10. Director’s report and governor training**

The action items had been dealt with by the committees. Governors noted the information items especially free school meals and SEN funding. They noted the training opportunities on offer. A number of governors had attended the borough’s governor conference.

**11. Minutes of the previous meeting**

The minutes of 25 June and 22 July were **agreed** as an accurate record and signed by the Chair.

**12. Matters arising**

**Link governors** – It was **agreed** (i) to update the list of link governors **Action: Head/ KC**  
 (ii) to raise any questions about the role with the Headteacher or Vice Chair **Action: all govs**  
*Eddie Snooks apologised and left the meeting at 8.30pm*

**13. Any other business**

**a. List of events**

**Agreed** to circulate a list of end of term events. **Action: Head**

**b. Admissions policy consultation**

**Agreed** that governors respond individually to the consultation if they so wished. **Action: all govs**

**14. Dates 2013-14**

Committees Thurs 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 Oct 2013	12 Nov 2013
19 Dec 2013	
13 Feb 2014	18 Mar 2014
27 Mar 2014	13 May 2014
10 July 2014	1 July 2014

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

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

Minutes prepared by  
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