

THE GOVERNING BODY OF CHISENHOLE PRIMARY SCHOOL

INCL CONF

Chisenhale Road, London, E3 5QY

Minutes of a meeting of the governing body held at the School on Tuesday 18 March 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 (VCh) 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 07/05/17	Ms	Lucy	Pieroni*
Parent (Chair) 26/04/17	Ms	Deborah	Handforth*				

In attendance

Ms Susan Moyse, Clerk

Ms Faye Worthy (item 1)

Key

*

Present

+

Apology accepted

A

Absent

1. Welcome & Governor Briefings

The Chair opened the meeting at 5.30pm, welcoming all present.

- a. Faye Worthy presented the customised curriculum for Chisenhale.
 - The school would be implementing the revised national curriculum from September 2014 rather than 2015
 - Chisenhale aims to maintain a creative curriculum - 'keeping the curriculum our own'
 - Based on core books plus a stimulus or hook
 - Will maintain Big Bang topic openings and Grand Finales for whole school topics
 - Daily timetable with literacy and maths in mornings in the year-based groups
 - Topics include London, Treasure, Earth & Beyond

Governors raised the following issues:

- Differentiation – higher and lower attainers
- Lesson and topic planning
- Teacher workload / burnout – structure already in place, stored on server
- Staff response to changes – very positive, enthusiastic
- Teaching and Learning Policy (on website)
- Homework – **agreed** discussion to be referred to Homework working group

Action: Head

b. Allen Gross updated governors about ICT, based on a presentation he had made to Tower Hamlets headteachers.

- Staff confident and competent in ICT
- New emphasis on coding/ problem solving
- AG updating four year plan
- Embedding FROG, iPads, Technology Will Save Us, Now Press Play, Makey Makey
- FROG - each child has a unique login to – very secure. Children designed front page
- TWSU – different year groups at different times e.g. Year 5 making speakers

Governors raised the following issues:

- Gender balance – 50:50 at coding club
- Can children chat on FROG – just messages
- Can teachers give homework feedback online – eventually, not currently
- Parent workshops – AG discussing with Ruth Crossan and Tech Mums

Governors thanked the teachers for their informative presentations.

2. Apologies for absence and register of pecuniary interests

Apologies were received and accepted from Giles Ridley. Governors noted that Douglas Thackway's membership had expired.

Action: Clerk

Agreed that Monica Forty should update her entry in the register of pecuniary interests. There were no declarations of interest in the agenda items.

Action: Clerk

3. Organisation of the governing body

a. Link governors

Agreed to arrange a link meeting about writing (rather than wider focus of reading and writing) with Faye Worthy.

Action: Robert Ricks

Jane Thorington-Hassell reported that she had met with the Assistant Headteacher regarding the Rights Respecting School and the School Council.

Agreed to raise any issues about link arrangements with the Headteacher or Chair **Action: All gobs**

b. Committee membership

Agreed to formalise Tania Kaiser's membership of the SIC.

Action: Clerk

Jean Thomas reminded governors that she would be stepping down as chair of the Resources Committee. She would welcome more members to the committee and would be available for handover period. She described the committee's activities and commended the work of the Finance Officer in supporting governors. Eddie Snooks said that he would be stepping aside as chair of the Building Links committee and asked that governors consider this role too. It was **agreed** to consider taking on the chairing of Resources and Building Links Committees.

Action: All gobs

4. Headteacher's report

a. Secondary transfer 2014

The report had been circulated with the meeting papers. The Headteacher highlighted that 75.5% children had received their first choice secondary school compared with 77% across the borough. The largest group from Chisenhale were going to Morpeth (12) – this was particularly pleasing as Morpeth was part of the Teaching Alliance - and the second largest group to Central Foundation Girls (9). Three children would be attending new free schools in Hackney. There was one child without a place

where the family had chosen only one school and had not received this first choice. Ruth Crossan was working with the family and the borough. It was **agreed** to have a report showing five year trends to a future meeting.

Action: Head

b. Self Evaluation

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

The school and the borough judged attainment to be 'good'. The Headteacher circulated data just collected:

- Progress over academic year
- Progress since KS1
- Average levels working at
- Comparisons with end of year national expectations
- Spring 2014 levels compared summer 2012 and 2013

Governors noted the following:

- Overall whole school on (ambitious) target
- KS1 writing below target – Phaseleader has strategies in place
- Speech & language therapy increased
- Yr 5 concerns – many on cusp, work in books better than tests
- Are these EAL children – some are. Need higher level language / technical vocabulary in upper key stage 2. Group working with speech & language therapist are now doing well.

It was **agreed** to circulate the next test results as soon as possible to Monica Forty and other governors.

Action: Head

ii. Teaching & Learning

Teaching had been judged this term as 85% good or better, with 42% outstanding. There had been no inadequate teaching. Support plans were in place where necessary, for any teachers judged less than good.

iii. Behaviour & Safety

Attendance was now at 96.2%. Governors asked whether the Fixed Penalty Notices had been issued. The Headteacher said the borough had issued a small number and warned a number of other parents. The decision whether or not to issue the FPN sits with the borough's attendance officer.

CPHSEE – EYFS phaseleader was leading.

School journey – the school ensured that every child had the opportunity to attend. The school supplemented the costs.

Playground – the architect would be consulting with parents at parents' evening at the end of the month. Governors asked whether the school should consult with residents and this was **agreed**.

Action: Head

iv. Leadership & Management

The Teaching Alliance was developing. The Assistant Headteacher was teaching on the Middle & Senior Leaders course and also taking part in the Institute of Education's headship course. Governors **agreed** to pursue making links with other governors in the alliance.

Action: Head

5. School Financial Value Standard

The SFVS had been circulated to all governors. The governing body **agreed** that it should be signed by the Chair for submission to the local authority.

6. Committee reports

a. Minutes

The minutes of the following committee meetings were received:

		Minutes	Draft minutes
i.	School Improvement Committee	19 Dec 2013	13 Feb 2014
ii.	Resources	19 Dec 2013	13 Feb 2014
iii.	Building Links	19 Dec 2013	13 Feb 2014

b. Reports

i. Resources

Jean Thomas reported that the March committee would look in detail at 2014-15 budget planning. Questions over SEN funding remained. The borough had indicated that the nursery would be funded 60 fulltime: 40 part time places. The school's out of school hours provision was very popular thus keeping charges to parents low.

ii. Building Links

Eddie Snooks said that Ruth Crossan had reported on parent activities. The building was being well maintained by the Premises Manager.

Eddie Snooks apologised and left the meeting at 8.00pm

iii. School Improvement Committee

Kathy Charlton reported that the committee had reviewed the Raising Attainment Plan and it was moving steadily to 'green'. The committee had considered the data, TIG, Phaseleader reports and staff retention. The SIC would look at the new attainment and progress data in detail at the next committee meeting.

7. Update from working groups

a. Food

The Headteacher updated as follows:

- Aiming for silver 'food for life' award
- Developing garden links with a farm
- International food day 2 April
- School Council providing children's voice
- Some FSM children not taking up school meals. Concern had been raised by some parents about Halal certification. It may be necessary to re-publicise (all of the borough's schools are certified) and offer a tasting session for parents
- The cook (Nigel Williams) had received a borough-wide award for going the extra mile. Governors **agreed** to offer their congratulations to Nigel. **Action: Head/ Chair**

b. Playground

A parent workshop would be held on 27 March.

c. Curriculum and homework

Curriculum covered earlier in this meeting. The next focus would be homework.

d. Expansion

The school was contacting Pat Watson at the borough.

e. Communications

This would be reported to the Building Links Committee. The governors thanked Kim Glynn and Debs Handforth for their work to date on the website.

8. Chair's Items

The Chair and Headteacher meet for an hour each week. The chair had also been supporting the school in website development and management information. A new MIS had been purchased as the borough was no longer supporting E1. The school had opted for RM, an industry standard package.

9. Director's report and governor training

The action item (school audits) would be referred to the Resources Committee. The governors noted the information and training items.

Agreed (i) to check when governor safeguarding training last received, and

(ii) to update governors about the requirements relating to safer recruitment training **Action: Clerk**

10. Minutes of the previous meeting

The minutes of 12 November 2013 were **agreed** as an accurate record and signed by the Chair.

11. Matters arising

a. SEN Changes

Robert Ricks recommended that governors should read through the Assistant Headteacher's presentation.

b. Assistant Headteacher Role

Teaching commitment was now 1 hour per day. Phaseleaders (FW & AW) were now leading on the curriculum.

12. Any other business

a. Strike

The school would be closed to pupils due to NUT strike on 26 March.

13. Dates 2013-14

Committees Thurs from 9.00am	Governing Body Tuesdays at 6.30pm
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 8.30pm.

Chair _____ Date _____

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