

AUTUMN TERM 2016

BUCKINGHAMSHIRE LEARNING TRUST

MINUTES of the meeting of the Governors of Carrington Junior School held at the School on 20 September 2016 at 7.00 p.m.

PRESENT:	Mrs A Sheddick	Chairman
	Mrs L Favager	
	Mrs K Legg	
	Mrs D Martin	
	Mr S Neale	
	Mr S Woodbridge	Headteacher
	Mr A Wright	
	Mrs J Wright	
IN ATTENDANCE:	Mrs M Peel	Clerk, BLT
	Ms A Preston	Deputy Headteacher/ Associate Member
	Mr P Simpson	Associate Member
ABSENT:	Mr J Fischer	Apologies received and accepted
	Mr P Weaver	Apologies received and accepted

NB. Governors' questions are highlighted in bold throughout these minutes.

WELCOME AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the meeting. As noted above, apologies were received and accepted from Mr Fischer and Mr Weaver. The Chairman reported that a potential new governor had been due to attend the meeting but, due to a change in personal circumstances, would no longer be available to join the Governing Board.

	ACTION
<p>1 NOTIFICATION OF ANY OTHER BUSINESS</p> <p>It was agreed that the following item would be discussed under Any Other Business:</p> <ul style="list-style-type: none"> • Link with Labala High School, Zambia. 	
<p>2 DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest.</p>	
<p>3 GOVERNING BOARD – APPOINTMENTS AND RESIGNATIONS</p>	
<p>3.1 Resignations</p> <p>Governors noted that Ms Gloyens had resigned from the governing board due to work commitments and that Mr Clark had also stepped down following the birth of his baby and the</p>	

commencement of a new job. Mrs de la Salle's term of office as parent governor was due to come to an end on 4 November but she had resigned as governor so that an election could take place as soon as possible.

Governors formally recorded their thanks to Ms Gloyens, Mr Clark and Mrs de la Salle for their hard work and contribution to the School.

3.2 ELECTION OF PARENT GOVERNOR

As noted above, the School would invite nominations for the position of parent governor following the resignation of Mrs de la Salle.

Headteacher

Governors discussed the vacancies currently on the governing board, noting that there would be vacancies for 1 parent and 3 co-opted governors following the recent resignations. All governors were requested to consider potential candidates to join the Governing Board. A skills audit should be undertaken to identify particular skills which would benefit the governing board. A need had already been identified for governors with knowledge and experience of Human Resources, Finance, Law, general business skills and recent involvement at a senior level in education.

**All governors
to note**

3.3 UPDATED INSTRUMENT OF GOVERNMENT

The Governing Board had approved a reduction in the number of parent governors to two at its meeting on 20 June 2016. The Clerk circulated a revised Instrument of Government which had been amended following the reduction in total governors from 15 to 14 to reflect that the total number of co-opted governors who were eligible to be elected as staff governors should be reduced accordingly to 2. This was to ensure that, when counted with the staff Governor and Headteacher, they did not exceed one-third of the total membership.

Governors approved the revised Instrument of Government. The Clerk would forward it to the Local Authority and the confirmed Instrument would be signed by the Chairman at the next meeting of the Governing Board, with copies circulated to governors. A copy of the Instrument of Government would be posted onto GovernorZone.

Clerk

3.4 PROPOSAL FOR ORGANISATION OF GOVERNING BOARD MEETINGS FOR ACADEMIC YEAR 2016-17

Governors noted that there had been a number of challenges for the governing board to address in the previous two academic years, particularly arising from the lack of a permanent Headteacher and the staff restructure. It was considered that it would be beneficial for the whole governing board to focus on the School's strategic development to ensure that all its duties

were discharged.

The Chairman proposed that for the forthcoming academic year, the Governing Board should suspend its usual committee meetings and that all governors should attend three meetings of the full Board each term. This would enable the Board to be more flexible and responsive to the needs of the School as they arose. It would also ensure that there was no duplication of reports whilst the Governing Board renewed its focus and ensured that it was operating most effectively. To support this, the second termly meeting would be held at the end of a school day when all governors had been present in the school.

Governors noted that scheduled termly committee business should be carried out within the meetings of the full Board and that committee meetings could be convened if required. Governors also noted the importance of ensuring that sensitive information was not shared with all governors where it appeared likely that a committee might need to be convened which required governors to have no prior knowledge of the matter under consideration.

The Clerk advised that there were few changes to the Buckinghamshire Learning Trust model Terms of Reference which had been adopted by the School's committees the previous year. The current Terms of Reference could be adopted by the Board at its November meeting so that they were up to date if the Board considered it necessary to convene a committee meeting. The Board's Standing Orders would also be amended to include recommended changes for the forthcoming academic year and to clarify its operating procedures for the same period.

After full discussion and careful consideration, Governors AGREED that there should be three termly meetings of the Governing Board for the forthcoming academic year. Governors agreed that Committee Terms of Reference should be adopted for the academic year and that these should be consulted in finalising the agendas for the meetings of the Full Governing Board.

Clerk/Agenda

3.5 GOVERNOR ROLES AND RESPONSIBILITIES

The Chairman circulated the attached provisional list of roles and responsibilities for all governors to review. Governors agreed that these roles would be confirmed at their next meeting on 7 November when the appointment of the Chairman and the Vice Chairman would also be an agenda item.

3.6 STAFF DISMISSAL/STAFF DISMISSAL APPEALS/EMPLOYEE GRIEVANCE/PAY REVIEW APPEALS/ REDUNDANCY/ COMPLAINTS/ PUPIL DISCIPLINE COMMITTEES

Governors agreed that these committees would be formed from

a group of eligible governors as required. No Governor would sit on a committee who had prior knowledge of the incident in question (as outlined in the Terms of Reference) and no Governor who sat on the Staff Dismissal Committee could sit on the Staff Dismissal Appeals committee. Staff members could not form part of the Pupil Discipline Committee.

7.10pm – Stuart Neale joined the meeting

3.7 MINUTES AND MATTERS ARISING

The Minutes of the meeting held on 20 June 2016, having been circulated, were confirmed and signed by the Chairman as a correct record subject to the following amendment:

Lesley Favager should be added to the list of Governors present at the meeting.

An additional copy of the Minutes was signed by the Chairman and handed to the Headteacher for display in the School.

MATTERS ARISING

Governors agreed that consideration of matters arising from the minutes should be deferred until their next meeting on 7 November 2016.

Clerk - Agenda

4 HEADTEACHER REPORT

STAFFING UPDATE – SEPTEMBER 2016

Governors noted the Staff List for 2016-2017 which had been circulated on 19 September. The Headteacher reported that the School was fully staffed, with one Member of Staff on maternity leave. *See Part II Confidential Minute.* The Additional Resource Provision ("ARP") was also fully staffed with suitably qualified Teaching Assistants.

The School had appointed a new Finance Officer, Karen Moore, supported by an Acting Business Officer, Suzanne Bean, who would remain with the School for a term. The team was completed by Sonia Piggott. The Headteacher reported that there had been an issue with the School's finance and administration servers during the summer vacation which had resulted in a large loss of data. The office team was working in conjunction with Buckinghamshire County Council ("BCC") to address the issues which had arisen from this.

Governors asked how much of the data had been backed up and where the responsibility for the server issue lay? The School's IT systems were provided by Turn It On ("TIO") and BCC. BCC were contracted to provide data back up for administration and curriculum servers and had responsibility for SIMS and SMS.

TIO had advised that it had no involvement in the operation of the administration servers, however, it had been responsible for their installation and BCC had said they were unable to access them due to the password which had been installed by TIO. Discussions were being held between TIO and BCC regarding this. BCC had offered to provide staff to the School to assist in addressing the resultant issues at no charge to the School.

Governors discussed the situation and agreed that it was necessary to establish exactly where the responsibility for the loss of data lay. This would allow the School to enlist the maximum assistance in resolving the problems and might also enable a claim to be brought in respect of its losses, which included the cost of staff time. Mr Wright would visit the school to discuss the situation with Ms Bean.

Governors noted that the question of back up had been considered when the purchase of the servers had been agreed. It was therefore important to ensure that the nature of the server failure was clearly understood, that any possible claims were made, and that the situation could not arise again.

4.2 HEADTEACHER'S ORAL REPORT ON START OF ACADEMIC YEAR

The Headteacher reported that the academic year had begun well. Staff were feeling increasingly positive and the new members of staff who had joined the school were having a positive impact upon its atmosphere. The Headteacher considered that the School now had a strong team to move the School forward and to implement the recommendations of the improvement reports which had recently been commissioned. The majority of parents were also supportive of changes in staffing in the ARP.

Governors agreed to consider item 5.2.4, ARP Strategy and Action Plan, at this stage.

5.2.4 ARP Strategy and Action Plan

See Part 2 Confidential Minutes

The ARP Strategy and Action Plan, having been circulated, was received by governors. Ms Preston outlined the provision that was offered. This included a high degree of parent liaison with upcoming events including coffee mornings and a talk on Building Self Esteem on 12 October. Parents had indicated that they appreciated the focus on social & emotional traits as well as academic ability.

A student play therapist had been recruited who would qualify shortly and was working with one or two pupils at a time. Relax Kids were running sessions for similar small groups and pupils

were attending lessons at Lane End Riding Centre with partial funding provided by the charity, Riding for the Disabled. Governors commended the work of Ms Preston and her team and noted that the ARP was a welcoming environment for children.

Ms Preston invited questions from governors.

Governors asked how the School was ensuring that there were complete provision maps and appropriate support in place for ARP children. Governors also enquired what provision was made for SEN children who were not supported by the ARP. Ms Preston reported that she had run a SEN day the previous term to review all children with SEN, their EHC plans and to ensure that they and their teachers were well supported. A similar day would be run on a termly basis. Plans for interventions were almost complete and revised provision maps would then be drawn up. Ms Preston was investigating the purchase of a software package to assist with Individual Education Plans and offer support to teachers in setting SMART targets.

Ms Preston and Ms Wright had discussed current interventions and how their impact could be measured. This would be incorporated into any reporting.

Following further discussion, including of investment required to support all SEN children in the School, governors APPROVED the ARP Strategy and Action Plan. It was noted that governors would monitor the Plan and, in particular, that all activities carried out in support of ARP and SEN children should be transferred across to the Action Plan with a breakdown of associated costs.

As item 5.2.4 fell within the remit of the Education Committee, the Chairman of the Committee, Mr Wright, was invited to comment on the Year 6-2016 performance data (agenda item 5.2.1).

5.2 EDUCATION COMMITTEE

5.2.1 Year 6 – 2016 Performance Data

The results of the Year 6 SATs had been disappointing and the Year Group had not reached the required Floor standard. There had also been a deterioration in Maths results. Governors were aware of the issues which had impacted upon the results and were actively engaged in the implementation of measures to address these. These included the introduction of booster classes and the use of Target Tracker to track actively the performance of pupils following baseline assessment. Governors agreed that there was a need to invest in the current Year 6 pupils and that this should be an agenda item for the November Governing Board meeting.

Clerk - Agenda

Governors returned to the agenda order.

5 COMMITTEES AND WORKING GROUPS REPORTS

5.1 RESOURCES COMMITTEE, TO INCLUDE:

5.1.1 Budget Reforecast and application to Challenge Fund

Mrs Favager reported that she had met Suzanne Bean earlier in the day to ensure that she was apprised of all the School history which might be relevant in analysing and reporting its financial position. Mrs Favager delivered an oral report of her meeting which had focussed upon the budget reforecast and application for contingency funding from the Challenge fund. The key points were:

- The School was working on a formal application to the LA for contingency funding. A meeting was scheduled on 14 October between Mrs Favager and Ms Bean to discuss the content of the application.
- A further meeting had been arranged for 19 October to scrutinise the School's current position and potential funding requirements. A clear financial forecast would be required to support the application for contingency funding. It might be challenging to obtain the correct figures to produce this.
- The deadline for submission of the request was 16 November.

The application was being made on the grounds of the exceptional costs the School had recently incurred and continued to incur. These included costs arising from the restructure and for ongoing staff absence.

Ms Bean was also assessing whether the School was in receipt of all funding for which it was eligible. This included income for SEN and PP pupils and potential income from lettings. Human Resources and Administrative processes were also under review. [Ms Bean was in the process of producing an assessment of the current position which could not be finalised until lost data was restored, a copy of which would be brought to the next meeting

5.1.2 Estates Working Party

Minutes of the Estates Working Group meeting held on 13 September 2016, having been circulated were noted. The Working Group had reviewed the results of the estates review which had taken place in January 2016 and subsequent inspections and produced a works & maintenance schedule. Works which were included in the schedule had been fully costed to ensure that they could be included in the budget reforecast. These had been categorised either as urgent work or as work which should be carried out within the following three

years.

Governors noted that the LA had confirmed that the new boiler and associated pipework would be provided under the buyback scheme. This represented a substantial investment with no additional outlay and a successful outcome for the School. The Headteacher and Ms Bean were due to attend a pre-contract meeting the following day.

The installation of CCTV cameras in the School had begun. Governors requested that the Headteacher investigate the hedge cutting which was incomplete, to ensure it was completed.

Headteacher

5.2 EDUCATION COMMITTEE

5.2.1 Year 6 – 2016 Performance Data

This had been reported and discussed earlier in the meeting.

5.2.2 UCL/IOE SENJIT SEND Report July 2016

The report having been circulated, was received by governors who noted its findings and recommendations.

The findings of the Report would be discussed further as part of the scrutiny of the School Development Plan.

5.2.3 Reports from BLT reviews, Summer 2016

The reports from the following BLT reviews had been circulated and scrutinised by governors:

- Audit of T&L of writing with Pupil Premium, English, Humanities and Science leads
- Audit of T&L of writing in English Humanities and Science

The findings and recommendations of the reviews would be included in discussions of the School Development Plan. Governors noted that reviews of the School's Finance, Pupil Premium and Safeguarding procedures would also be considered within the report.

5.2.4 ARP Strategy and Action Plan

This had been reviewed earlier in the meeting.

6 REPORTS

6.1 CHAIRMAN - ACTION TAKEN UNDER EMERGENCY OR DELEGATED POWERS

See Confidential Part II Minute

The Chairman would produce a report to parents on the work of the Governing Board in the previous academic year. This was usually produced at the end of the summer term but had not been possible this year. The Chairman considered that a positive report could be produced outlining plans for the following year.

6.2 GOVERNOR INFORMATION REQUIREMENTS

6.2.1 DBS Documents and Certificate Applications

Governors noted that legislation making Enhanced DBS checks mandatory for governors in maintained schools was now in force. Any governor who did not hold the required certificate should obtain this as a matter of urgency and should not be unaccompanied in the School until this was received.

**All governors
to note**

6.2.2 Governor Self-Evaluation – return of Governor review 20 questions

Governors were reminded to complete the self-evaluation.

All governors

6.2.3 Training and Development Plans for the Governing Board

Governors noted the importance of ensuring that they received appropriate training and development to enable them to discharge their duties. Details of BLT courses could be obtained from the Development Governor or on GovernorZone (<https://schoolsweb.buckscc.gov.uk/governor-zone/>). Governors should also ensure that they had undertaken relevant training for specific roles that they held.

7 POLICY APPROVALS

7.1 COMPLAINTS POLICY

It was agreed that the policy should be reviewed at the end of the meeting.

7.2 POLICIES DUE FOR APPROVAL/UPDATES FOR NEXT MEETING

Governors noted that the following policies would be circulated and scrutinised prior to approval at the meeting of the Full Governing Board in November:

- SEND
- Behaviour and Bullying
- Safeguarding
- Whistleblowing
- Health & Safety
- Lettings
- Disruptive Visitors
- E Safety

- Pay
- Appraisal
- Statutory Statements on website:
 - SEND
 - Pupil Premium
 - Equalities

8 STRATEGIC MANAGEMENT

8.1 DISCUSSION AND APPROVAL OF SDP FOR 2016-17

The School Development Plan, having been circulated, was received by governors. The Plan had been drafted to incorporate the findings of the reviews commissioned by the School and was read in conjunction with the following supporting documents:

- Year 6 Results
- SEND IOE/SENJIT Review
- BLT reports, Summer 2016
- ARP strategic and operational plan

The following matters arose from a discussion and scrutiny of the Plan.

Strategic Priorities (page 5)

Governors noted the ten strategic priorities which had been identified by the Headteacher but questioned how achievement of these could be accomplished in one year. Governors agreed with the Headteacher's assessment of key areas for improvement and that these should be a focus during the year.

The Headteacher emphasised the importance of improving the progress and attainment of Year 6 pupils and suggested that this should be included as a stand alone target. Governors agreed to this proposal but noted that similar attention should be paid to Year 5 children, to ensure that the improvement continued in future years. It was also important to ensure that the needs of pupils lower down the School were met and that the focus on Year 6 children was not to their detriment.

The Headteacher was invited to deliver a presentation on the Strategic Priorities and Areas for Improvement whilst the governors considered the following questions:

- Are the proposed actions effective?
- Are they S.M.A.R.T. (Specific, Measurable, Attainable, Realistic, Timely)?
- Will they have the desired impact?
- Are the R.A.G.(Red, Amber, Green) ratings correct?

The following points were highlighted in consideration of the report and the questions:

Governors noted that the Headteacher had included the creation of a post for an Assistant Headteacher as an action for the first

half of the Spring Term. Governors had considered an AHT on an interim not permanent basis at their meeting on 20 June and felt this should be actioned as soon as possible. Whilst it was acknowledged that there might be a need for a permanent AHT, governors did not consider that they could agree to including wording which indicated that a permanent role should be created. Governors could not be confident that there were sufficient funds to support an increase in staffing and could not know this before the budget reforecast, challenge fund application had been completed, and outcome of request to LA for additional interim staffing support and responses these had been received. It was noted that the creation of a permanent post had not been approved at the last meeting of the Governing Board. Additional funding had been requested at the meeting with David Johnston but this was only for an interim Assistant Headteacher.

It was agreed that the wording should be amended to reflect that an Assistant Headteacher should be appointed on an interim basis only.

Headteacher

Achievement of Pupils

Governors reviewed the table contained at page 8 of the Report and asked if the actions would achieve the summary objectives.

Governors noted that the table did not provide a complete breakdown of the cost implications for each item. The Headteacher would review this and provide an estimate of costs.

Headteacher

Governors requested an explanation of some of the technical terms used within the report, including Target Tracker, GL assessments and benchmarking. Ms Preston explained that Target Tracker was based on teacher assessment and provided a progressive analysis across the year. GL assessments were also known as benchmarking and reports were provided at the beginning and end of the year to enable progress to be viewed clearly. This was not the same as the benchmarking for reading, however, which assessed whether children were on the correct reading level and identified and closed gaps in phonics knowledge.

Priority 3, to introduce Benchmarking for reading and ensure a reading scheme fit for purpose, included an estimate of up to £5,000 as costs implications. Governors recalled that there had been significant investment in reading resources in previous years and asked how these were being used? The Headteacher confirmed that the resources were still available for use in the school but that the changes in staffing meant that new staff would require training in order to use them.

Governors asked if it would be a better use of the school's resources if cover could be provided to permit the literacy co-ordinator to assess current reading schemes and resources. This might avoid the purchase of an entire new reading scheme. The Headteacher considered that this would be a large undertaking,

whereas books would be provided with the benchmarking scheme.

Governors requested an estimate of the costs of GL assessments. These were not yet available, but the Headteacher considered that they would be, in the region of £3,920 per year. Governors noted that it would be beneficial to provide estimates of all costs in the development plan, and whether they were recurring, so that they could be included within the Challenge Fund application.

Governors noted that, in answering their questions, the Headteacher was well informed and persuasive. It would be useful to include more of the information that he had given in the SDP. Governors suggested that some changes might be made to the Success Criteria column to provide the rationale for the recommended action and then the expected outcome. The plan should also record what evidence would be provided.

Teaching and Learning

Governors asked what action was being taken to address the poor results in Year 6 Maths. The Headteacher advised that there was a need to raise the standard of the teaching and that this would be achieved through careful monitoring via Target Tracker. The Headteacher did consider that additional resources were required, and had identified areas for the Maths Co-ordinators to review and requested that they create Action Plans. The Headteacher would measure the impact of the actions and use the Plans as part of the teachers' performance management reviews to hold them to account. Governors proposed that very clear targets could be included in the SDP once GL assessments had taken place.

Governors agreed that Action Plans for Maths and Literacy should be referenced within the SDP and reviewed by the Governing Board to ensure that they would address areas of concern. A separate plan should be included for the ARP.

Governors considered the most effective method of monitoring the progress that was being made towards achieving the objectives contained within the SDP. One strategy was to consider specific areas individually. The ARP had been considered earlier in the meeting and it was agreed that Year 6 SATs results and data should be considered at the next meeting.

Clerk - Agenda

Governors agreed that the SDP should be condensed to become more incisive, should reference individual Action Plans and include a monitoring schedule. Estimates of all costs should also be included. This would allow governors to focus on key points with greater emphasis on the School's vision, reason for the priority and measuring of impact.

9.00 pm – Ms Preston left the meeting

7.1 COMPLAINTS POLICY

Governors returned to consideration of the Complaints policy.

The model Complaints and Resolution Procedure and Toolkit had been revised in the light of the Department for Education's Best Practice Guidance and recent local experience. The School's policy had been amended to reflect these revisions.

Governors scrutinised the draft policy and requested that paragraph 4, regarding serial and persistent complaints, be amended to reflect the provisions of the model policy. Governors APPROVED the policy subject to this amendment.

Headteacher

9 DATES AND TIMES OF FUTURE MEETINGS

It was agreed that future meeting dates would be as follows:

Autumn Term:

7 November 3.30pm with Governor visits during the day

7 December 7.00pm

Spring Term:

11 January 7.00pm

28 February 3.30pm with visits during the day

29 March 7.00pm

Summer Term:

4 May 7.00pm (budget approval)

21 June 3.30pm with visits during the day

19th July 7.00pm

10 ANY OTHER BUSINESS

The Chairman noted that all governors had been provided with Carrington Junior School email addresses and requested that these be used for all governor matters by the end of term.

All governors

Governors directed that all staff should sign to confirm that they had read the new Health & Safety Policy, particularly new members of staff. The Headteacher was also asked to ensure that all staff with kickstools in their offices had received appropriate training.

Headteacher

10.1 LINK WITH LABALA HIGH SCHOOL, ZAMBIA

Mrs Favager reminded governors that the School had historically had a link with Labala High School ("LHS") in Zambia, which was no longer in place due to changes in personnel. Mrs Favager was a trustee of a charity which supported LHS and had visited during the summer. She had arranged for Year 4 and Year 5 children at Carrington Junior School to write letters to LHS children and delivered these during her visit. She had returned from Zambia with replies to these letters and governors agreed that she should come into the school and present these to the children in years 3, 4 and 5. Mrs Favager urged governors to consider renewing the link between the two schools and highlighted some of the benefits that had resulted whilst it was in place.

9.05 pm – Debbie Martin left the meeting.

CONDUCT OF MEETING

Governors reflected upon how the meeting had impacted on improved outcomes for children.

Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Body would have access to these minutes

11 CONFIDENTIAL ITEM

See Part III, Restricted Confidential Minutes

The meeting closed at 9.15pm

Signed.....*June Sheddick*..... Date *7th November, 2016*
CHAIRMAN