

## SUMMER TERM 2017 (THIRD MEETING)

### BUCKINGHAMSHIRE LEARNING TRUST

**MINUTES** of the meeting of the Governors of Carrington Junior School held at the School on 19 July 2017 at 7.00 p.m.

<b>PRESENT:</b>	Mrs A Sheddick	Chair
	Ms R Bailey	
	Mr M Bartlett	
	Mr J Fischer	
	Mrs K Legg	
	Mrs A Majcher	Interim Headteacher
	Mr P Weaver	
	Dr J Wright	
<b>IN ATTENDANCE:</b>	Mrs M Peel	Clerk, BLT
	Ms A Preston	Associate Member & Deputy Headteacher
	Mr P Simpson	Associate Member
<b>ABSENT:</b>	Dr T Adnan	(Apologies received and accepted)
	Mrs L Favager	(Apologies received and accepted)
	Mrs D Martin	(Apologies received and accepted)
	Mr S Neale	(Apologies received and accepted)

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

### WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed everyone to the meeting and it was confirmed that the meeting was quorate. As noted above, apologies were received and accepted from Dr Adnan, Mrs Favager, Mrs Martin and Mr Neale.

	<b>ACTION</b>
<b>1 NOTIFICATION OF ANY OTHER BUSINESS</b>	
The Interim Headteacher notified one item of Other Business: <ul style="list-style-type: none"><li>• Admissions numbers</li></ul>	
Governors agreed that this item should be taken once all matters arising had been discussed.	
<b>2 DECLARATIONS OF INTEREST</b>	
There were no declarations of interest in items covered at the meeting.	

### **3 MINUTES AND MATTERS ARISING**

#### **ACTION**

#### **3.1 MINUTES OF MEETING HELD ON 21 JUNE 2017**

The Minutes of the meeting held on 21 June 2017, having been circulated, were confirmed and signed by the Chair as a correct record.

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

**Interim  
Headteacher**

#### **3.2 MATTERS ARISING**

##### **3.2.1 Minute 9.5.2: Equalities Statement and Objectives**

It was confirmed that the Equalities Statement and Objectives had been published on the School's website.

##### **3.2.2 Minute 10.2.2: Model FGM Policy**

It was confirmed that the policy had been approved by governors at their meeting in December 2016.

##### **3.2.3 Minute 11: Pupil Survey**

Mr Weaver reminded governors that surveys of staff and parents had already been carried out and analysed. Governors had identified a number of common issues through this analysis and agreed that Mr Weaver should write to parents responding to these. The letter had been copied to all governors who thanked Mr Weaver. No responses to the letter had been received.

A pupil survey had been carried out and two hundred and thirty responses received. The Interim Headteacher had carried out an initial analysis of the responses and would report fully at the next meeting of the governing board in the autumn term.

**Interim  
Headteacher/  
Clerk - Agenda**

##### **3.2.4 Other Business: Admissions Numbers**

The Interim Headteacher noted that there were currently sixty three pupils in Year 3. The agreed admissions number was sixty pupils plus pupils who used the School's Additional Resource Provision ("ARP"). The Interim Headteacher reported that ARP pupils were increasingly integrated in the School which might result in insufficient space for pupils in certain classrooms. She proposed that governors consider reducing the admissions number for the School so that it did not exceed sixty pupils per year, including ARP pupils.

	Governors agreed that the Interim Headteacher should contact Debbie Munday, Admissions Manager at Buckinghamshire County Council ("BCC") to discuss this proposal.	<b>ACTION</b>  <b>Interim Headteacher</b>
<b>4</b>	<b>ITEMS CARRIED FORWARD FROM PREVIOUS MEETINGS</b>	
<b>4.1</b>	<b>MINUTE 12: GOVERNING BOARD SELF-EVALUATION</b>	
	Governors noted the proposed structure for the following academic year which had been circulated by the Chair.	
	Governors had completed a self-evaluation exercise during the previous full board meeting and returned their responses to the Chair (minute 12 refers). The analysis of these responses was not yet completed. The Chair would prepare a summary for presentation and discussion at the next meeting of the governing board. Governors agreed that this should form the basis for preparation of an Action Plan.	<b>Chair/ Clerk - Agenda</b>
<b>4.2</b>	<b>POLICIES</b>	
	As part of the School's ongoing schedule, the following policies were presented and approved by the Governing Board: <ul style="list-style-type: none"> <li>• Behaviour &amp; Discipline Policy</li> <li>• Visitor Behaviour Policy</li> </ul>	
	The Interim Headteacher was continuing work on the School's Performance Management Policy for non-teaching staff. Ms Bailey would forward a similar policy to the Interim Headteacher for her consideration.	<b>Ms Bailey</b>
	Governors noted that a revised Model Child Protection Policy had been published by BCC. The Interim Headteacher would review this against the School's recently updated policy.	<b>Interim Headteacher</b>
	The Chair noted that guidance on recording on school premises, which would apply to the recording of discussions between staff and visitors, had been included in the previous Visitor Behaviour policy. Similar guidance was not contained in the model policy upon which the revised Visitor Behaviour Policy was based.	
	The Interim Headteacher proposed that such provision could be included in a policy concerning the use of Mobile Devices on School Premises. Governors agreed that the introduction of a policy should be considered but considered that the board should address other more pressing priorities in the short term. The	

## ACTION

Clerk

Clerk would liaise with colleagues to see if any relevant information could be obtained for governors. It was noted that the New Parent Pack already included guidance on the recording and photographing of school events.

Governors thanked the Interim Headteacher for her ongoing review of policies. It was confirmed that all required policies would be uploaded to the School's website.

## 4 STRATEGIC MANAGEMENT

### 4.1 UPDATE FROM INTERIM HEADTEACHER

The Interim Headteacher reported that she had recruited almost all required teachers and Teaching Assistants for the following academic year. There was one remaining vacancy for a three day part-time teaching post and an interview would take place the following day. The Interim Headteacher had ensured that parents were aware of staff resignations and appointments and reported that they had been very supportive.

7.29 pm: Mrs Legg joined the meeting

The Chair and the Interim Headteacher reported on ongoing efforts to secure additional management support for the Interim Headteacher. The Chair had written to the Director of Education for BCC to emphasise the urgent need for this and to re-iterate previously expressed concerns about the School's position. A meeting had subsequently taken place with the Deputy Director of Education and the Head of Primary Provision from the Buckinghamshire Learning Trust ("BLT").

Following the meeting, the School had been categorized as a "red" school and would qualify for thirty days of support funded by the Local Authority ("LA"). The Interim Headteacher would confirm if this support was in addition to the current funded support of one day per week.

The Interim Headteacher had been provided with details of potential candidates for the role of Interim Deputy Headteacher at the meeting. She observed that it was frustrating that these had been received so late in the term and that it would be difficult to contact individuals before the holidays began.

The Interim Headteacher explained a number of practical difficulties that would arise if a replacement Deputy Headteacher

## ACTION

could not be recruited. It would be difficult for her to leave school premises which would preclude her attendance at important events including statutory safeguarding training. She would also be unable to maintain a strategic view of the School's position. She had contingency plans in place to delegate certain duties to UPS teachers but noted that it was not sustainable for her to manage the School without a Deputy in place from September 2017.

Governors considered additional strategies which could be put in place to support the Interim Headteacher. It was noted that the Interim Headteacher was managing finance and administration within the School and that the recruitment of a School Business Manager would alleviate the pressure of this. The Interim Headteacher and Chair had drafted a job description for a School Business Manager, who would also take responsibility for Health & Safety and some elements of safeguarding. *In response to a governor question*, it was confirmed that all relevant staff were aware and supportive of the proposal.

Governors agreed that the recruitment of a School Business Manager would provide vital support for the Interim Headteacher and should be considered subject to recruitment in other areas of school management. There might be sufficient funding if a part-time rather than a full-time Deputy Headteacher were recruited as had previously been proposed. It was acknowledged that the requirement for additional staff would present challenges for the School's budget. This was unavoidable, however, if the School was to provide a satisfactory standard of education for the School's pupils.

The Interim Headteacher concluded her report by advising that the Self Evaluation Form ("SEF") remained a work in progress. Governors noted that their involvement would be of assistance in completing this.

All governors

### 4.2 MONITORING REPORT – 2017/18 BUDGET

The Budget Monitoring Report which had been circulated by the Finance Governor, Mr Bartlett, before the meeting, was received by governors. Governors requested that Mr Bartlett should provide a monthly report in this format.

The Chair and Mrs Favager had submitted a successful bid for Contingency Funding. The School had received £10,000 which had been included in the Monitoring Report. The Chair continued to

work to recover compensation arising from the recent data loss.

Mr Bartlett reported that he continued to work closely with the Finance Officer to monitor the School's budget. The School was currently on track to avoid an in-year deficit, however, it was anticipated that costs would increase from those predicted in the budget. Mr Bartlett and the Finance Officer were putting measures in place to reduce costs accordingly.

Governors thanked Mr Bartlett for his report and his support of the Finance Officer.

## **6 DELEGATED REPORTS**

### **6.1 GOVERNOR REPORTS**

#### **6.1.1 Report of Chair**

Actions taken by the Chair under emergency or delegated power had been reported as part of the Report of the Interim Headteacher (minute 4.1 refers).

**See Confidential Part 2 Minutes**

#### **6.1.2 Other Governor Reports**

Reports from the following governors had been circulated and noted:

- British Values Governor
- Pupil Premium Governor
- Safeguarding Governor

There were no questions arising from the reports.

### **6.2 COMMITTEE REPORTS**

#### **6.2.1 STAFF DISMISSAL COMMITTEE**

A hearing had taken place on 12 July 2017 and the outcome was reported to governors. An outcome letter with full reasoning would be sent to the member of staff concerned on 21 July 2017.

It was confirmed that no other committee meetings had taken place since the last meeting of the governing board.

## GOVERNING BOARD MEMBERSHIP

It was confirmed that resignations had been received from the following governors, who would all leave the governing board on 21 July 2017:

- Ms Bailey
- Mr Neale

Governors noted that Mrs Martin had resigned from her teaching position at the School and that her term as staff governor would end on 21 July.

Mr Simpson had resigned his position as Associate Member with effect from 21 July 2017.

Mrs Favager had previously indicated that she would leave the governing board at the end of the academic year but confirmed that she would remain to support governors and the School until additional governor recruitment had been carried out.

Ms Bailey confirmed that she would be prepared to remain an Associate Member to support the Education Committee for the forthcoming academic year. In accordance with the School's Standing Orders, governors approved the appointment of Ms Bailey as an Associate Member for a period of two years from 21 July 2017. Governors agreed that Ms Bailey should be permitted to be a member of any other committees and that she would retain the same voting rights as governors appointed to those committees.

The Chair thanked all governors and Mr Simpson for their contribution to the governing board and their support of pupils and staff.

Governors noted that the following vacancies would be created following the resignations of the governors named above:

- 4 Co-opted governors
- 1 Local Authority governor
- 1 staff governor

Governors would consider recruitment strategies for additional governors and the Interim Headteacher would arrange for the election of a staff governor to take place at the earliest possible opportunity during the following term.

## ACTION

**All governors  
to note**

**All governors  
  
Interim  
Headteacher**

**8 DATES AND TIMES OF NEXT MEETINGS**

The Chair would circulate proposed dates to governors and the Clerk for agreement.

**ACTION**

**Chair**

**9 ACADEMISATION**

*See Confidential Part 2 Minutes*

**10 DATA AND LEARNING OUTCOMES PERFORMANCE REVIEW**

The Summer 2017 Assessment Analysis Report, having been circulated, was received by governors. The report provided a breakdown of attainment and progress of the Whole School and of targeted groups. An accompanying narrative highlighted progress made and areas to develop as well as identifying key points of focus for the next academic year.

The Interim Headteacher reported that she continued to have reservations about the accuracy of data. Staff had already received extensive training in assessment using Target Tracker and this would continue to be a key focus in September. Training would include a review of information to be provided, its analysis and moderation.

There was a discrepancy between the reported levels of good progress and actual attainment. The Interim Headteacher had held two sets of pupil progress meetings with staff since her arrival at the School in January which had indicated that progress was improving. She considered that the assessment of some progress levels might require further evaluation. As previously reported to the governing board, the Interim Headteacher had been concerned by weaknesses in the teaching of the curriculum on joining the School in January 2017. She had identified curriculum revision and teaching & learning as her key priorities and obtained support from the BLT to address these. Support in Maths and English had had a positive impact on individual teachers and pupil learning. The new reading scheme had been well received by teachers, parents and pupils.

Governors discussed measures which could be put in place to improve progress and attainment throughout the School. These which included the scheduled assessment training and ongoing support from the LA and the BLT. The Interim Headteacher was also reviewing the impact of interventions with individual pupils, particularly where progress had been minimal.



## ACTION

Mr Fischer reported on the recent meeting of the Parents' Forum at which the rate of staff turnover had been raised. The Interim Headteacher had explained the reasons for this and measures which were being taken to improve teaching and staff retention. Parents had understood the difficulties the School was currently experiencing and were supportive of the Interim Headteacher. All governors noted the importance of ensuring that parents were engaged in the School community during the next academic year.

Whilst the assessment results were disappointing, governors expressed their gratitude to the Interim Headteacher for her hard work. The revised curriculum and clear expectations of staff would form a strong foundation for the following year and support the Action Plan which was already in place.

### 11 SAFEGUARDING REVIEW REPORT

The report of the Safeguarding Governor having been circulated was noted by governors. The Safeguarding Governor, Mrs Sheddick, confirmed that the annual Safeguarding Return would be completed during the summer holidays.

### 12 HEALTH AND SAFETY REVIEW REPORT

A report summarising the findings of the Termly Health & Safety Inspection, which had been carried out on 14 July by Mr Simpson, the Interim Headteacher and the School Caretaker having been circulated, was noted by governors.

Mr Simpson provided a commentary to the report, highlighting the following points:

- there was a fault with the guttering outside the Year 4 classroom which was resulting in water loss onto the external wall. The Interim Headteacher would request that the caretaker report this to BCC
- there were some outstanding issues on the School's current Fire Risk Assessment ("FRA"). The Interim Headteacher would report these to the LA for action
- An updated Fire Risk Assessment should be carried out during the Autumn Term. Mr Simpson would continue to provide some support to the School after ceasing to be an Associate Member and would assist in arranging this. A report would be made to the governing board.

**Interim  
Headteacher/  
Caretaker**

**Interim  
Headteacher**

**Clerk - Agenda**

### 13 ANY OTHER BUSINESS

There was no other business.

#### 14 EVALUATION OF MEETING

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

Governors confirmed that the meeting had been conducted in an open manner and that all governors had been invited to participate and contribute to discussions. It was confirmed that all members of the Governing Body would have access to these minutes with the exception of any Restricted Confidential Minutes.

The meeting closed at 9.30 pm.

Signed June Sheddick Date 30<sup>th</sup> November, 2017  
CHAIR