

GLEBE PRIMARY SCHOOL

Meeting held at Glebe Primary School, Sussex Road, Ickenham on
Thursday 29 January 2015

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| | Mr J Buckingham (Chair) | |
| | Mrs P Swindells (Vice Chair) | |
| Mr N Alford (ex officio) | | Mrs P Marks* |
| Miss J Brown | | Mrs M Penney |
| Mrs E Hawkesworth* | | Mrs N Ross |
| Mr V Cox | | Mr S Youens |
| Mr T Porter | | Mrs J Heggie |
| Dr K Fox | | Mrs N Cumberbatch |
| Miss D Hobbs | | Mr P Niznik |

* Denotes apologies received

+ Denotes member absent

~ Denotes member late

Mrs T Connick (Clerk)

2296. Apologies

Apologies were received as indicated above.

2297. Minutes of the last meeting

Agreed by all Governors.

2298. Matters Arising

None

2299. Matters for any other business

None

2300. Headteachers Report

Governor asked what does pupil premium “Ever 6” mean?

Headteacher explained that Ever 6 was calculated using pupils who were eligible for free school meals and that they would be included even if they were no longer still receiving FSM. This was due to the assumption that a child receiving FSM would likely be from a disadvantaged background and even though there was a change in circumstances the disadvantaged background would likely continue for six years after. Also explained that all pupil premiums had been assigned sponsors across the school to look after them.

Governor queried that the SEN report stated no looked after children but the finances showed that there was in pupil premium.

Headteacher explained that this is because the Ever 6 money is shown in this category.

Governor behaviour table shows incidents are up from 23 to 32, does this figure reflect the same children or different ones each time?

Headteacher replied that Pauline Marks was the member of staff responsible for this area and he would ask her to check this data and provide an answer. The Glebe Way had introduced “Privilege Play” which is twenty minutes on a Friday afternoon for key

stage 2 in lieu of the change to their lunch hours. Pupils can then have their twenty minutes deducted, in blocks of five minute units, for bad behaviour classed as lower level incidents. It would therefore be useful to keep a spreadsheet of these and analyse this to identify trends and monitor boys, girls etc. As before higher level incidents would be recorded in a behaviour log to stop more serious behaviour developing.

Governor asked about the Health and Safety inspection that had taken place that day and the outcome of this.

Headteacher replied that although the final report is not yet available he felt that the visit went well. The general feedback was positive, he specifically asked that it be noted Pauline Marks, Alan Budden and Hillingdon's consultant Duncan Kirk had worked extremely hard as the audit requirements had changed a lot since the previous time and they had ensured that the measures in place were sufficient for the school site. Headteacher went on to address the safeguarding and training issues.

He explained that the fire drill had taken place on 22 January 2015. Safer recruitment training 11 December 2014, Designated Leader Safeguarding Training 11 February 2015 and the Governors yearly training would take place on 23 April 2015. All staff had been given relevant documents.

He stated that the "Safeguarding Policy" had been circulated around and the Local Authority had sent out information regarding DBS, designated leaders, looked after children, FGM and child sexual exploitation. Amendments had been made to the policy to cover these areas.

Governor asked if frequency of DBS checks had changed or was it still every five years?

Headteacher advised that there was actually no legal requirement for them to be redone; however Glebe had decided as a school that their policy would state checks were re conducted every five years. They would wait and see if any further guidelines were issued for this area.

Governor asked what is the criminal records declaration form Barring by Association?

Headteacher advised that this was a new regulation. Local Authority sent out guidance on Monday saying that all school staff should sign a disclosure stating that they are not living in the same household as an individual who has a conviction for sex related or violent crimes.

This disclosure had been circulated to Glebe's staff on Tuesday as a pro-forma for completion and a letter. There was no requirement for Governors to complete this but all other staff and volunteers needed to and the information would then be added to the single central record.

Governor enquired what the process would be if someone declared that they were sharing residence with an individual who had been convicted.

Headteacher said that they would contact the Local Authority for immediate advice on what course of action should be taken and possibly suspend the member of staff whilst doing this. OFSTED can issue a waiver to override this depending on the nature of the conviction, it is entirely their decision though and not the schools.

Governor then suggested would a discussion with the Headteacher be better than immediate suspension. It may facilitate staff into being more open and honest if they felt they could just chat to the Headteacher about it.

Headteacher replied that he had told all staff to come and see him if they had any concerns but they must complete the self-certification document and pro-forma from a school safety point of view.

Governor asked what happens if staff are in a new relationship.

Headteacher said that we must accept the previous information has been given based upon a “snapshot in time” this is the guidance from the DFE

Governor raised the issue that all members of the Governing body come into school should they complete a pro-forma?

Headteacher replied all Governors had completed DBS checks at Glebe and visits were escorted anyway so he did not feel it was necessary.

Governor asked what would happen if a member of staff refused to sign the pro-forma.

Headteacher replied that they could not support this as it may potentially be placing the children at risk. In the first instance they would refer the matter to the Local Authority for guidance.

Governor asked if this would be added into the safeguarding policy.

Headteacher said that yes this was needed as the policy was completed just before this came into force so he would add it in retrospectively if it was agreeable.

All governors agreed.

Governor then enquired if parents on school visits were checked.

Headteacher replied that all parent volunteers had undergone DBS checks. There was a list of these available from the school office and only parents with completed satisfactory DBS checks were allowed to accompany classes on visits.

Headteacher reported that the Sports Premium funding from the Department of Health was being used positively. The trial of Cardio club in the Autumn term had been a success. It had therefore been extended to evenings and they were paying for an instructor to take these classes.

Governor asked if the school needed to show that this money was effective and asked how results would be monitored

Headteacher replied that money had been used for girl’s football tournaments and cheerleading was also proving to be popular. He suggested that case studies could be written up to show pupil impact.

Headteacher addressed other matters in the report. He said that the last week of the Christmas term had been a success with the fayre and visits from Father Christmas. with year 5 raising the most money, £220. Over the Christmas holidays children took part in the book at bedtime reading challenge with over 200 children completing it and winning a special badge.

There had been a school open day to recruit more children and a pupil at Glebe had won a competition by Tesco’s to put her design on their delivery van, this prize included a cheque for the school and Glebes name being on the actual van.

The year 2’s had an enjoyable trip to Windsor Castle and tomorrow evening the school choir would sing in young voices at the O2.

The Year 6 SATS evening that had just taken place was well attended.

2301. School Development Plan

Headteacher indicated that he had put in place a schedule of monitoring teachers work, lesson observations and staff INSETS. The assessment without levels for pupils was currently being worked on and the school was looking at different tracking systems, the

DFE has left it up to each school to find an individual system so by next September hopefully they will have a suitable one.

Governor asked if children will still have to do SATS.

Headteacher replied that they will do but the system will be different. Next year's year 6's would be the last ones to undertake SATS with the current system, after this children would be scored to be secondary ready. Children would be marked 100 + or – over the longer term. Value added would be on the standardised score obtained from year 2 initially but from a reception baseline eventually (these will start in 2016)

Governor enquired if teaching should focus more in the developmental side of things

Headteacher replied that they were looking at an “on entry assessment system” so as they could judge this.

Governor asked if a year 6 pupil completed SATS and wasn't deemed to be secondary ready then what would happen

Headteacher replied that this term was more about the school than the individual child. It was also about giving parents involvement and understanding. Any score obtained would obviously allow the secondary school and Glebe to put additional provision in place if it was needed.

Governor asked is there a collective across Hillingdon for schools to compare assessment systems.

Headteacher replied that this was something to consider.

Governor asked if the staff team was on top of this matter and could governors do anything to help or more training be given.

Headteacher said that they were but more clarification was needed from the DFE. It would be a leap of faith in trying a system and they were cautious in investing that the system must be correct and meet OFSTED's requirements. He also added that if a change of government were to happen at the general elections in May 2015 they were mindful guidelines for assessment may change again.

Governor enquired about the cost of systems.

Headteacher said that this was a consideration but the decision would not be dictated by this. They were currently looking at several system demonstrations.

2302. Indication of Improvement

Headteacher raised the issue of how the school can show CVA and VA improvements in the school since the last OFSTED inspection. APS looks at national improvement and one point is = to one terms progress. Therefore Glebe has improved by 2.7 terms which is twice the national average.

Chair of Governors suggested that everyone read the report at home and come back to the Headteacher if they have any concerns.

Governor asked can this improvement be used to promote the school.

Headteacher replied that yes the figures had been placed on the school website and were being promoted at open days. The school had also been published in the national press as being within the top 1000 primary schools in the country.

Governor asked if this was promoted on the front-page of the website too.

All agreed that it should be and would be placed in the letter from Chair of Governors.

2303. Instrument of Government

Chair of Governors reported that this follows the guidelines provided by the DFE and Local Authority. He suggested that the school leave the terms of office as they are now as there is a variety of skills within the governing body and it meets the school's needs. This decision was ratified by all.

Governor then said that if new vacancies arise candidates must match the skills matrix.

2304. Academy Status

In the previous meeting it was left that the Headteacher would seek advice from Ron Fowler at the Local Authority, he was awaiting a reply. The Chair of Governors indicated that the school must be seen to discuss all options.

Governor asked if any schools in Hillingdon had applied since the last meeting.

Headteacher replied that Ryefield was joining the Vyners academy but will remain as its own school.

Vice Chair of Governors said that Governors should read up on each option and she would circulate some websites and information for reading that could then be discussed at the next meeting.

Headteacher indicated that he felt Glebe had been through some massive changes in the last couple of years and both colleagues and staff were exhausted from this, the school roll has doubled since 2006. The finance meeting had discussed a period of consolidation and looking to the longer term so he felt there was no rush to facilitate another change.

Governor asked how do we further this course of action then.

Vice Chair of Governors responded that the Governing body are just facilitating discussions on all options at the moment.

2305. Governor Mark / Code of Practice

Vice Chair of Governors asked for the outstanding biographies from Governors who had not yet submitted them. She said that the Chair of Governors was editing the interim report for parents.

Code of conduct was distributed based on the model policy from the Local Authority. She asked Governors to take this away, read it and it could then be discussed at the next meeting (Hand out)

2306. Three Form Entry

Headteacher reported that the building work was still not finished and instead of February half term the projected date was now the end of March 2015. He stated that Morgan Sindall had been a disaster both in the financial and professional sense.

Governor asked about the staff car park.

He replied that this was being worked on at the moment and the drainage plans had now been approved, estimated finish was mid March. They would re-seed the field and landscape the gardens.

Cladding around the building would need to be replaced over the Summer holidays and the playground was having to be redone due to the finish being too slippy, the hall flooring also needed changing.

Governor enquired about the climbing equipment being reinstalled in the hall.

Headteacher replied that yes it was on the list to be done but Morgan Sindall had not made a note of where they had placed the under floor heating so had to establish this before they could drill and install the climbing equipment.

Governor asked about the snagging list.

Headteacher said that it is decreasing. In summary he is now very disappointed with the standard of work that has been provided when you consider the amount of money that has been invested in the build.

2307. Finance Report

Governor reported that they had agreed at the last meeting Kevin Fox would be the vice chair.

£404,768 as a projected surplus

£171,939 unallocated funds remaining

£9,000 overspend on supply but some of this would be reimbursed by the maternity insurance scheme

Of the £265,000 allocated £233, 590 had been spent on the new build. It was agreed that the surplus would remain in that cost centre.

The indicative budget for 2015-2016 was £1,962,194 this was a £55,965 increase from 2014-2015. SRP was £265,360

It was also reported that the quality of the boxes for school meals was not of the quality we would expected so a decision had been made to purchase two new sets. Discussion had been facilitated around moving hot school meals in house and looking at supplying other schools in the future to create more revenue. This would mean changing the kitchen facilities.

Extending nursery provision is still an item for consideration but the earliest time would now be 2016/17.

A strategy day was needed to discuss and put in place a five year financial plan for the school.

Governor asked about year on year change.

Chair of Governors replied that they would carry forward some budget for expanding and that the capital monies had not been spent.

Headteacher explained that the cost of new build SRP funding may be reduced.

A concern is that the nursery is currently undersubscribed and this is an indicator for the number of reception places. Staffing costs will be the same but pupil funding may therefore be less if there are less children in reception.

2308. Promoting The School

Headteacher reported that Karen Hampshire was now in the post and would be promoting the school. She was working on ICT, website and brochures.

2309. Governor Training

Chair to the Governors said that all new Governors would be given training by the local authority. Details of when the next courses were due to take place would be requested.

2310. Sub Committee
None
2211. Link Governors
None
2212. Adopted Governors
Allocated classes
2213. Private Fund Accounts
None
2214. Agenda items for the next meeting
Code of Conduct
Academy status
2215. Dates for Future Meetings
12 March 2015
17 May 2015
- 2216 Any Other Business
The Headteacher asked that special thanks be given to Mrs Angela Moy for all her hard work as Clerk to the Governors over the last few years.

The meeting closed at 9.15 p.m.