



Full Governing Board meeting of
Coulsdon C of E Primary School Primary School
26th November 2019 at 7pm
Minutes

Present	Adrian Deller (AD) Annie Mitchell (AM) Maxine Slate (MS) – Dialled In George Whicheloe (GW) Rev Paul Roberts (PR) Melvyn Allen (MA) Darius Campbell (DAC) Chris Greaves (CG) Alex O’Shaughnessy (AS) Trevor Meadowcroft (TM) Rebecca Ross (RR) Kirsty Wyatt (KW) Gill Thaxter (GT)	Foundation PCC Headteacher ex-officio Vice Chair, Parent Governor Foundation PCC Foundation Incumbent ex-officio Co-opted - Chair Foundation PCC Foundation PCC Foundation SDBE Local Authority Parent Governor Staff Governor Foundation PCC
Absent	Anne Gledhill (AG)	Foundation SDBE
In Attendance	Donna Coppack (DC) Fiona Lee (FL) Karen Newsome (KN)	Clerk Deputy Headteacher Assistant Headteacher

No:	Item	Action
1.	<p>Opening Prayer</p> <p>The meeting began with a prayer at 7.02pm</p>	
2.	<p>Welcome and Apologies for absence</p> <p>The Chair opened the meeting and welcomed 3 new governors.</p> <ul style="list-style-type: none"> • Rebecca Ross – Parent Governor • Gill Thaxter – Foundation PCC • Kirsty Wyatt – Staff Governor <p>Apologies were received and accepted from Anne Gledhill.</p> <p>The meeting was confirmed to be QUORATE.</p> <p>The Chair asked governor if there was any other business, DAC asked that an item of business to discuss the procedure for filing minutes on Google Drive.</p>	
3.	<p>Declaration of interest</p> <p>The Chair invited participants to declare any interest regarding matters on the agenda. None of the participants declared any interest conflicting with the matter on the agenda.</p> <p>RR, GW and GT completed pecuniary interest forms which were handed to the school for filing. PR & AM to submit their forms.</p>	1 - PR and AM
4.	Young Carers Charity	

	<p>Anya Destiney delivered a presentation on the Young Carers Award.</p> <p>The school is aiming to get the Young Carers Award which focuses on children's health and wellbeing. The school is currently planning a whole school assembly and will then work to identify young carers and provide additional support.</p> <p>A Young Carer is defined as someone under 18 who supports a family member, this could be either practical or emotional. Young Carers may have their own health conditions and can also provide sibling care, personal, emotional, financial and practical support.</p> <p><u>Facts & Figures</u></p> <p>Young Carers number around 166,000 in the UK as of 2011, but there has been a predicted 19% increase since then. 1 in 12 pupils are young carers. Young Carers miss on average 40 school days per year and fall behind in homework, parents can also miss parent evenings. Being a Young Carer may affect physical health including exhaustion and lack of sleep, anxiety and stress is also more common. Safeguarding concerns are also frequently increased. Many are additionally economically disadvantaged which can have educational implications. 68% of Young Carers are bullied and they are twice as likely to not be in education or employment at 18.</p> <p><u>What can CCofE do?</u></p> <ul style="list-style-type: none"> • Designated leads have been identified in the school and they are Annie Mitchell and Fiona Lee. • There will be PHSE discussions to normalize the situation. • The school aims to make multi agency referrals and signpost support provisions. • Ensure policies allow for Young Carers such as Homework and after school clubs. • Make Parents Evenings as accessible as possible. • Work to ensure Young Carers have access to Residential Trips. • Spread awareness using staff and pupil noticeboards. • Provide a dedicated lunch club which can provide both adult and peer support. <p><u>How many children might come into this category at CCofE?</u></p> <p>It can vary widely due to fluctuating health concerns. There are 8 Young Carers who have already been identified in the school providing physical and emotional support to their family. If the school takes into account children who support siblings with additional needs and who advocate for them and between the school and home, this would raise this number considerably.</p> <p>Governors received a document that provided further information on what governors can do to support Young Carers.</p>	
5.	<p>Minutes of the meeting of 24 September 2019</p> <p>The minutes were AGREED as a true and accurate record of the meeting. They were signed by the Chair and handed to the school for filing.</p> <p>All outstanding actions have had their statuses updated on the table at the end of the minutes.</p>	
6.	<p>Governing Board Business</p> <p>Governors discussed the Schools Safeguarding Induction Pack and agreed that it needs to be shared with DAC, RR, GT and KW.</p>	2 - MA
7.	<p>Constitution of the Governing Board</p> <p>The Governors' Wheel for 2019/20 was updated by Melvyn Allen.</p> <p>Year R - Gill Thaxter Year 1 - Melvyn Allen Year 2 - Rebecca Ross Year 3 - Vacant Year 4 - Anne Gledhill</p>	

	<p>Year 5 - George Whicheloe Year 6 - Alex O'Shaughnessey</p> <p>The following committee appointment were AGREED</p> <ul style="list-style-type: none"> • GT to join Faith and PPE • RR to join Finance • MA to join Personnel • KW to join Curriculum <p>The following governors informed the clerk of their contact details – Darius Campbell, Gill Thaxter, Rebecca Ross & Kirsty Wyatt</p> <p>Governors AGREED to sign the Octavo Code of Practice but with the addition of the following phrase to ensure that the schools Christian Ethos is upheld.</p> <p>“Ensure that the school is conducted in accordance with its Christian Ethos”</p> <p>DC will revise the Octavo Model Code of Practice Revise and Share with governors for signature.</p> <p>Governors APPROVED all of the committee terms of reference.</p>	3-DC
8.	<p>Review of School Development Plan</p> <p>The School Development Plan for 2019-2020. Has been finalised and agreed at the Headteacher Performance Management meeting. The headings have been altered to reflect the new Ofsted Framework.</p> <p>AM presented the Quality of Education section of the School Development Plan to governors. This document has been shared on Google Drive.</p> <p>AM highlighted that under the new Ofsted Framework they will be reviewing 4 Areas when they visit. There will be a new 90 minute phone call prior to an Ofsted visit and the school has worked to ensure they can answer all the questions that will be discussed in the call. A bullet point list of all the answers will be created in case AM is not available at the time of the call and the duty falls to either the Deputy or Assistant Head.</p> <p>AM highlighted the importance of the 3 I's. Intent, Implementation and Impact to the SDP.</p> <p>The other areas of the SDP are now available on the Shared Governor Drive. They were not discussed at the meeting.</p> <p>AM highlighted a new scheme that is being used by the Coulsdon Cluster called No More Marking. This tool is used for comparison of pupils work. Teachers are digitally shown 2 examples of pupils written work and asked the simple question, “which piece is better?” The tool then aggregates the responses and ranks the pupils work in the class and against other schools. It was found that the tool very closely matched the results of the teachers more in depth marking. This tool is not intended to replace teachers thorough marking but instead be used to give confidence to teachers about their judgements. Another benefit to teachers is being exposed to children’s work from other schools and broadens teachers experience of writing.</p> <p>Attendance was noted as being 96.5% between Sept and Nov 2019.</p> <p><u>Annual Reports – written</u></p> <ul style="list-style-type: none"> • Literacy – AG will submit her report at the Spring Term FGB. • Numeracy – To be submitted at the Spring Term FGB. • Inclusion – AG to draft and submit • Safeguarding -MA has uploaded this to the Governor Shared Drive. 	
9.	External reports	

	<ul style="list-style-type: none"> • There were none 	
10.	<p>Data</p> <p>A Target Setting Meeting has been held with Anne Longfield and attended by the Chair.</p> <p>FL and AM Presented the Governors Dashboard Summary which can be found on the Governors Shared Drive.</p> <ul style="list-style-type: none"> • KS2 progress has declined in 2018-2019. AM informed governors that this was due to the large number of SEND children in last years Year 6. <p>Q. Is an adjustment made to the data to allow for the number of SEN pupils? A. No as progress should still be made from the starting point, even though these may be lower.</p> <p>Q. What is the reason for the decline if it cannot be attributed to the large proportion of SEN children? A. There was an anomaly as some of the SEN were not of a sufficient level to be able to take the test. As each pupil is 3.3%, this immediately drops the maximum down to 93.4%. The school is seeking to have the results adjusted to allow for this.</p> <ul style="list-style-type: none"> • Governors noted that absences for 2018-2019 were only 3.10% which was below the national average of 3.78%. • There were no exclusions in 2018-19. • Governors noted that the school has a high proportion of SEND in comparison to national average. <p>Q. How many children in the school are designated as having SEND. A. 18% of the children in the school are on the SEND register which amounts to 45 children.</p> <p>Q. Staff Absence was low in comparison to other schools, how is this covered when it does arise? A. Where possible the school tries to use TAs to cover the class with support from senior staff in the school as it is felt that they know the children and the curriculum better than agency staff. The recent use of an agency teacher was not successful and resulted in the same, if not more, work for the SLT.</p> <ul style="list-style-type: none"> • The finance figures that are presented in the report need further clarification to determine how the funding average in the UK has been calculated. 	
11.	<p>Chair's action and related governors' business</p> <p>The schools Safeguarding Policy was approved by the Chair as it was felt that it was critical that be approved quickly due to the nature of the content.</p>	
12.	<p>Minutes and reports of Committees</p> <p>All minutes are on the Governor Shared Drive. Each Chair gave a short precis of important issues that were raised.</p> <ul style="list-style-type: none"> • Admissions – The school Admissions Policy states that in-year admissions are assessed against the same criteria as Reception admissions. It was noted that the policy requires in-year admissions give consideration to the 2:1 ratio of foundation places, necessitating the capture of this information. It was also agreed that the school would not voluntarily go over 30 children in a class. There will be no change to next year's admissions arrangements. It was proposed that the next admissions meeting is to be independently clerked to ensure that it will stand up to scrutiny of any decisions are appealed. Governors APPROVED this decision. • Curriculum – This was covered in the SDP presentation. 	

	<ul style="list-style-type: none"> • Finance & Premises – The schools budget remains tight. A small deficit is forecast but this has been offset by the school’s reserves. Cashflow has been reviewed and is good. 14 Policies have been reviewed. • Personnel – Staff Performance Reviews have been carried out and were found to be positive. Staff wellbeing is a high priority. • Pupils and Community – Concerns have been raised by parents about pupils being excluded from groups of their peers based on race. This is being investigated. • Faith – The committee has been focused on the SIAMS interim inspection on 10th December. There has been lots of positive parental feedback received via the questionnaire. It is hoped this can be leveraged for any Ofsted queries. 	
13.	<p>Policies</p> <ul style="list-style-type: none"> • Keeping children Safe in Education 2019. KCSIE has been updated for 2019 and includes many changes. Governors confirmed they have read section 2 and signed to confirm this. The register will be kept in the school office and new governors and MS are still to sign. • Pay Policy – APPROVED – This is based on the model Croydon version and has just been reviewed to include the revised pay scales and staff structure • Attendance – APPROVED <p>Both policies were signed by the Chair and returned to the school for filing.</p>	4- GT, RR and MS
14.	<p>Governors training</p> <ul style="list-style-type: none"> • The SDBE training programme has been shared with all governors via email. • Governors attended a Twilight session on the New Ofsted Framework. • Safeguarding Training has been attended by AD. • RHSE Training will be attended by DAC. 	
15.	<p>Safeguarding / Child protection issues</p> <p>The Chair confirmed that 2018/19 Safeguarding Audit has been completed and reviewed by the Safeguarding Governor. It was submitted to the LA by the deadline.</p> <p>AM informed governors that there are currently 2 live safeguarding cases.</p>	
16.	<p>Governor Visits</p> <ul style="list-style-type: none"> • TM -visited the school and was shown around by two year 5 pupils. He will upload a report to the Shared Drive shortly. • DAC has uploaded 2 Governor Visit reports to the Shared Drive • AO has uploaded a report on her recent NQT visit. 	
17.	<p>Dates of next meeting</p> <ul style="list-style-type: none"> • Tuesday 24th March 2020 - 7pm • Tuesday 14th July 2020 - 7pm <p>No agenda items were noted for the next meeting.</p>	
18.	<p>Any other business</p> <p>Governors agreed that Committee Minutes need to be signed physically and stored in both the school and on the Shared Drive.</p> <p>DC will forward the Octavo Model Standing Orders to Governors for review.</p>	5-DC
19.	Part 2 business	

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CHAIR OF GOVERNORS

5-MAY-2020