

Soaring Skies Federation

MINUTES

Full Governing Board Meeting Thursday 31st January 2019, 6pm Thomas Fairchild Primary School

Governing Body Membership: Adrian Boyd, Annie Wright, Breanainn Lambkin, Caroline King (*Executive Headteacher*), Dona Henriques (*Vice Chair*), Kelly Durcan, Kofi-Mills Bampoe,

Members Present: Adrian Boyd, Annie Wright, Caroline King (*Executive Headteacher*), Claire Barton, Dona Henriques (*Vice Chair*), Kelly Durcan, Laila Torsun, Margaret Nambi, Paddy Cassidy (*Chair*),

Apologies: Breanainn Lambkin, Kofi-Mills Bampoe

Observers: Heather Smith (*Head of School*), Sanjeev Lakhanpall (*Soaring Skies Finance Manager*), Dione St Matthew-Daniel (*Deputy Headteacher/Year 4 Teacher*),

Clerk: Chenelle Blake

Part 1: Non-Confidential – Main Business	
1.	Governing Board Organisation
1.1	To welcome all governors, record attendance and apologies: Paddy welcomed the Governing Body to the meeting. Apologies were received in advance of the meeting from Breanainn Lambkin and Kofi-Mills Bampoe; Governors consented to the absence. Heather Smith (<i>Head of School</i>), Dione St Matthew-Daniel (<i>Deputy Headteacher/Year 4 Teacher</i>) and Sanjeev Lakhanpall (<i>Soaring Skies Finance Manager</i>) were in attendance as observers.
1.2	To declare and note any declarations of interest in items on the agenda and to declare business interests on the annual register of pecuniary interests: It was noted that there were no declarations of interest on any agenda items.
1.3	To review membership of the Governing Board, committees and link Governors' responsibilities: The Federated Governing Body of Soaring Skies Federation consists of the following members: <ul style="list-style-type: none">- Annie Wright- Breanainn Lambkin- Caroline King (<i>Executive Headteacher</i>)- Claire Barton- Dona Henriques (<i>Vice Chair of Governors</i>)- Kelly Durcan- Kofi-Mills Bampoe- Laila Torsun- Margaret Nambi- Paddy Cassidy (<i>Chair of Governors</i>)- Adrian Boyd Committee membership was confirmed as follows: Finance and Resources Committee: <ul style="list-style-type: none">- Adrian Boyd- Breanainn Lambkin- Caroline King (<i>Executive Headteacher</i>)- Claire Barton

	<ul style="list-style-type: none"> - Dona Henriques - Kofi-Mills Bampoe (<i>Committee Chair</i>) <p>Teaching and Learning Committee:</p> <ul style="list-style-type: none"> - Annie Wright (<i>Committee Chair</i>) - Caroline King (<i>Executive Headteacher</i>) - Laila Torsun - Kelly Durcan - Paddy Cassidy (<i>Chair of Governors</i>)
1.4	<p>To ratify the Full Governing Body Terms of Reference</p> <p>It was agreed to ratify the FGB Terms of Reference.</p>
2.	<p>Minutes of the Last Meeting and Action Taken</p>
2.1	<p>To approve the minutes of the last meeting held 11th October 2018 and review progress of actions from the action log:</p> <p>The minutes were reviewed, with an update on completion of actions contained in the action log (<i>attached</i>). There were no queries on accuracy and the minutes were agreed.</p> <p>Action Log updates are as follows:</p> <ul style="list-style-type: none"> • 19: Action to remain open - Heather is still chasing on the Health and Safety plan. • 23: Action completed • 41: Action to remain open • 43: Action to be closed – it was noted that the extended offer has commenced • 44: Action closed – it was noted that Tim Bretherick, LHB has tried to contact Claire Barton a few times. • 57: Action to remain open • 61: Action to be closed • 62: Action to be closed <p>Heather provided an update on a summary of the FM contract related actions: A meeting was held in October 2018, offering schools various options, however both Caroline and Heather were unable to attend the meeting.</p> <p>In November 2018, Heather spoke with Tim Bretherick, who advised that the FM contact remains unsigned. Leisha Ratcliffe, Kier Contract Manager, reviewed the contract issues with Heather in January 2019.</p> <p>It was noted that the children centre move required some works for installation of an adult toilet and partitioning, however this remains outstanding.</p> <p>Action 1: Claire to return Tim’s telephone call and contact Leisha to follow up on the FM contract and to obtain the initial costing request.</p> <p>Governor walks: Kelly advised that it has been agreed for the Thomas Fairchild Governor walk to take place on Wednesday 13 March 2019 at 9am.</p> <p>It was noted that a date for the Colvestone governor walk is yet to be agreed and circulated.</p>
2.2	<p>To consider any matters arising from the minutes not included on the agenda: There were no matters arising.</p>
2.3	<p>To note any urgent action taken since the last meeting, if any (chair to report): No urgent action taken since the last meeting.</p>
3.	<p>Core Business – Headteacher’s Report</p>
3.1	<p>To review Year 6 data:</p>

Thomas Fairchild Heather Smith (*Head of School*),

Heather advised that the children completed the 2017 SATs paper at the beginning of term.

Spring results:

50% of children at expected reading level

45% of children at expected maths level

It was noted that that the reading and writing combined, was previously 19%, however this has now improved to 36% combined.

Heather advised that outcomes for this test has significantly improved since the last tests in October 2018.

Heather expressed confidence that the children will meet the target.

It was noted that this is the last cohort of 2B children under the old assessment system; some of which are the target pupils to improve progress.

The Executive Headteacher advised that the middle attainers are not making accelerated progress.

It was noted that 25% of this cohort are SEN; 6 pupils have an EHC Plan.

Governors agreed on the importance to ensure the greater depth children are converting in all subjects.

Actions taken to move the middle attainers:

- Booster classes
- Targeted a group of middle attainers who are not at expected for maths- this
- Teaching within groups in the classroom

Heather advised that arithmetic activities are completed at the start of each day, which has significantly improved their outcomes, however there is a need to focus on reasoning. It was suggested to apply the same daily practice of reasoning and problem solving activities.

It was noted that there was previously a concern with the quality of teaching in maths, however Heather advised that this is not the reason for below expected outcomes. It was noted that since last year, there has been a focus on book looks, reviews and support with lesson planning.

The Executive Headteacher and Heather agreed on the need to identify and target the specific areas where there is lower attainment.

Action 2: Heather to compile a list of areas not covered in the maths curriculum and a list of areas for improvement – it was suggested that Heather compile an action plan for improvement.

Colvestone - Breanainn Lambkin provided a written update, which was tabled and reviewed by the FGB.

It was noted that there are more children within this cohort who are in the middle attaining pupil premium band.

For maths teaching, the class has been split into groups, based on the data and what Breanainn knows about the children. The lower attaining 11 children were taught by Breanainn and the remainder by Wills Macfarlane and Miss Hatfield. This took place for at least 3 sessions per week; on the remaining days, the whole class was taught Breanainn and Miss Hatfield.

Actions taken to boost attainment:

- After school booster maths and grammar clubs
- Teach first student will deliver on grammar, following highlighted need to target this area.

	<ul style="list-style-type: none"> - Focus on rapid recall of key maths facts and arithmetic for year 6, at 8.45am each morning. - Analysis of the progress and attainment of the 11 children entitled to PPG. <p>It was noted that Colvestone pupils are performing better in reasoning and less so in arithmetic. It was suggested to follow the same rapid recall principles applied to improve arithmetic at Thomas Fairchild.</p> <p>It was noted that reading at Colvestone remains very strong.</p> <p>Governors were pleased to see clear actions highlighted on the report.</p> <p>Action 3: PPG Action plan for Thomas Fairchild to be presented by Heather at the next FGB.</p>
<p>3.2</p>	<p>To review Year 5 data (Thomas Fairchild): Dione St Matthew-Daniel <i>(Deputy Headteacher/Year 4 Teacher)</i></p> <p>It was noted that the KS1 initial roll has decreased from 60 to 50; 12 pupils have left the cohort since KS1. 4 new pupils have joined the cohort, however they are not particularly high attainers.</p> <p>There are 13 children with SEND in the cohort; however, Dione noted that without the SEND pupil data, the overall results are still not as high as expected. It was noted that 5 of the 13 SEND pupils have an EHC plan.</p> <p>The EHT emphasised the need to identify the progress within this cohort.</p> <p>Dona highlighted that the progress measures are calculated <i>after</i> the tests, which makes it difficult for schools to benchmark against the national average.</p> <p>Governor question: Do year 5 teachers know the low attaining children and is there a plan in place to improve their attainment? Answer: There are intentions to develop an action plan to track, implement the required support and improve progress.</p> <p>Assessment across the federation consists of many layers, however, it is important that this data informs the intervention required.</p> <p>Adrian highlighted the need to establish what the governors need to do to support the school and make the required improvements.</p> <p>Paddy highlighted the need for systems and processes to improve, in order to highlight these concerns much earlier.</p> <p>Governors agreed on the need to for a clear picture on what the school leaders and class teachers require, in order to support the improvement of attainment for all groups, particularly some cohorts and groups.</p> <p>It is important to consider what provision is in place for the large proportion of SEN pupils in this cohort.</p> <p>It was requested that an analysis summary is provided, highlighting actions taken for improving attainment data, when presented at future meetings. It was noted that this should be in an agreed format which is consistent across the federation.</p> <p>It was noted that there is no formal meeting for cohort leaders/class teachers. However, the EHT emphasised that there are various systems and processes in place; there is a need for leaders and class teachers to follow through with actions.</p> <p>Action 4: Year 1 – 6 action plans to be presented by Heather at the next T&L meeting.</p>
<p>3.3</p>	<p>To review Pupil Premium actions at Colvestone:</p>

	<p>Governors were advised that assessment week took place and the attainment and progress data for PP children was extracted.</p> <p>Teachers were provided with an update of the pupil premium children in their classes, highlighting those who require a review of progress and extra support.</p> <p>Teachers completed a gap analysis and as a result, it was decided to assign a Teaching Assistant at Colvestone, to work with PP pupils, 3 days a week. This is a 10 week intervention and progress will be reviewed at the end. This arrangement will enable the school to evidence the need for the provision.</p> <p>It was noted that year 5 and year 6 are the last of the big PP cohorts.</p>
3.4	<p>TAG update – Thomas Fairchild</p> <p>Paddy provided an update on the recent TAG meeting for Thomas Fairchild.</p> <p>It was noted at the meeting, that Thomas Fairchild has made satisfactory progress on outcomes, however the school remains at risk of not meeting the targets by the end of the academic year.</p> <p>Under performance of the year 5 cohort remains a concern and requires improvement.</p>
4.	<p>GDPR and Attendance policy updates (<i>Dione St Matthew-Daniel, DHT</i>)</p> <p><u>GDPR:</u> Dione advised that the GDPR Policy has been updated to be applicable across the federation.</p> <p>A consent form has been drafted, along with a letter to inform parents; it was noted that parents are sign posted to the privacy notice.</p> <p>It was agreed to ratify the policy.</p> <p><u>Attendance:</u> Dione advised that the Attendance policy has been updated to be applicable across the federation.</p> <p>It was agreed to ratify the policy.</p>
5.	<p>Update from Committees:</p>
6.1	<p><u>Update from Finance and Resources Committee held 17 January 2019</u></p> <p>Dona provided a brief update from the Finance and Resources Committee.</p> <p>The following was highlighted:</p> <ul style="list-style-type: none"> - The Finance and Resources Terms of Reference needs to be ratified by the FGB. - There is an ongoing issue with circulation of Health and Safety reports for Thomas Fairchild. Heather has been chasing HLT, however there has been no response from David Pullen. <p>Action 5: Heather to forward Claire the contact details to follow up the Health and Safety reports.</p> <ul style="list-style-type: none"> - Colvestone has engaged the services of Langstaff Day Architects and also purchased the HLT procurement package for support. The school will continue to work closely with Langstaff Day Architects and HLT to submit a new tender for <i>each phase</i> of the playground project. - The school is required to make more savings; as a result, it is being considered to implement an in-house catering contract or consider the Chefs in School programme. - There has been a reduction of the parent deficit. - HLT is aware of the overall deficit and Sanjeev is working closely with HLT to make savings.

	<ul style="list-style-type: none"> - There was a discussion on budget amalgamation and importance for governors be aware of the plan in place, to ensure both schools will be run efficiently and effectively, despite the deficit. Adrian emphasised the need to be sure that the federation would be in a position to amalgamate budgets from April 2019. - Colvestone Restructure Proposal has reduced to two options: Model A and Model B, which both include retaining the wrap around provision. <p>Governor question: Why are free school meals not offered at TF? Answer: The EHT advised that it has been noted that many parents have moved their children to other schools/boroughs which offer free meals; this has also been a contributing factor for the falling rolls. The school is trying to address this.</p>
6.	HR Matters:
7.1	<p><u>To review staffing across the Federation</u></p> <p>Thomas Fairchild:</p> <ul style="list-style-type: none"> - 5 stage one absence procedures in place, at present. - 1 pending stage one. - Since return from Christmas break, sickness absences have significantly increased. - 1 staff on long term sickness (more than 2 weeks); stage one letter to be sent. <p>It was noted that these absences have had an impact on the school; however, Heather praised staff for working flexibly to backfill.</p> <p>Heather advised that the spring term commenced with back to work meetings held with Dione St Matthew-Daniel, Deputy Headteacher, before commencing any class teaching.</p> <p>It was suggested to resend the sickness policy to staff, to emphasise the seriousness of actions to be taken for persistent/long term absences.</p> <p>It was noted that staff need to be aware of the absence triggers which lead to formal processes.</p> <p>Governors expressed concern in relation to the 107 sickness days since the start of term.</p> <p>The EHT advised that this concern was raised at SRAS and it was agreed that HR come into the school to speak with staff about the sickness policy and procedures.</p> <p>Action 6: Heather to present a report at the next FGB, highlighting the actions/preventative measures to be put in place to address the sudden and significant increase in sickness absence.</p>
7.	Finance, Premises and Health & Safety
8.1	<p><u>To review the 2018-19 Budget</u></p> <p><i>Colvestone Benchmarking report was circulated in advance of the meeting.</i></p> <p>The EHT advised of purchasing the HLT procurement package, which provides the benchmarking data.</p> <p>The following was highlighted:</p> <ul style="list-style-type: none"> • EO1: staffing costs are high in comparison to another 1 form entry primary school. • EO5: Administrative and clerical staff costs are high in comparison to another 1 form entry primary school. <p>It was noted that the high spend in most areas, with the exception of building costs, is a normal spend. However, it was suggested to consider obtaining an energy saving quote/assessment, in order for the school to make savings.</p> <p>Governors suggested to cross reference this analysis with the structure plans for next year.</p>

	Action 7: Claire to look in to obtaining energy saving assessments for the school.
8.2	<u>To review the summary of savings</u> Discussed in items above.
8.3	<u>To review/update following discussion to amalgamate budgets</u> Discussed in items above.
8.	Policies for ratification
9.1	<u>Disposal of Assets Policy</u> It was agreed to defer this item to the next meeting.
9.2	<u>ICT Security Policy</u> It was agreed to defer this item to the next meeting.
9.	Governance Matters
10.1	<u>To review the governing board training needs 2018/19</u> No update
10.2	<u>Update from any training attended</u> No update.
10.	Any Other Business [if any]
11.1	To consider items of urgent business. The clerk or chair must be notified of any urgent business in advance of the meeting: There was no other business raised.
11.2	To note the dates of future meetings of the governing board: Note dates, along with additional dates (graduation): The scheduled spring term meeting dates are as follows: <ul style="list-style-type: none"> • Full Governing Body meeting, Thursday 14 March 2019, 6.00pm (Colvestone) • Teaching and Learning Committee meeting, Thursday 4 April 2019, 6.00pm (Thomas Fairchild)