



**Minutes of a Meeting of the
Sir Thomas Abney School Governing Body
18 June 2015**

EXCL CONFIDENTIAL

Present: Leonie Allister (Chair), Aubrey Ellington, Sarah Finch, Geraldine Fitzmaurice (Headteacher), Simon Jackson, Olalere Ladipo, John Larter, Lisa Neidich, Andrea O'Brien, Ivan Owen, Christopher Sills

Apologies: Michael Jacobs, Ambreen Raja

Clerk: Susan Moyse

*Meeting opened 6.00 pm
Leonie Allister in the Chair*

- | | | Action |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| 1. | INTRODUCTION | |
| 1.1 | The Chair welcomed all present. | |
| 1.2 | Apologies for absence had been received from Michael Jacobs and Ambreen Raja. | |
| 2. | GOVERNING BODY ORGANISATION INCL LINK GOVERNORS | |
| 2.1 | There were no changes to the Register of Pecuniary Interests and no declarations of interest for this meeting.
Governors noted the new requirements for publishing governor details from 1 September and agreed to complete a template for the school's website including business interests. | Clerk to circulate template to all gobs |
| 2.2 | Governing body membership would be considered as part of governing body reconstitution. | |
| 2.3 | Reorganisation of the governing body would be the main item of business at the additional governing body meeting this term. The Chair and Vice Chair were arranging to meet as many governors as possible individually before then. | Note – later rescheduled to 13 July |
| 2.4 | Link visit reports (Art & Display and Literacy) had been circulated to all governors with the curriculum committee minutes. Agreed to arrange the following visits: <ul style="list-style-type: none">• Simon – Maths• Sarah – Modern foreign language (MFL) - Spanish• Lisa – SEN | Governors to arrange link visits with the school |
| 3. | MINUTES | |
| 3.1 | The minutes of the meeting held on 12 March 2015 had been circulated and were agreed as a correct record and signed by the Chair. | Clerk |
| 3.2 | Matters arising | |
| a. | FGM – Responding to a governor's question, the Headteacher said that the school's staff were familiar of the indicators. FGM training materials had been emailed to governors along with other safeguarding material ahead of this meeting. Staff were not aware of any particular risk to any of their pupils. Any concerns would be followed up using CP procedures. | |
| b. | School Expansion - The Headteacher said that following the Resources Committee meeting, SJ had written to HLT on behalf of the governing body but had not received a response or the requested meeting with | |

the head of service (GD) who would shortly be leaving HLT. The Head had however received an email from the Director who had arranged a meeting between the Asst. Director (SD) and the Headteacher - 26 June.

Governors **agreed**:

- i. the governing body's position was unchanged – it was not opposed to expansion per se but was concerned that the standards on offer at Sir Thomas Abney must be at least maintained
- ii. to continue to monitor the situation and challenge the Council and HLT to keep to deadlines

Head to explain position to SD

Aubrey Ellington joined the meeting

3.3 There had been no urgent action.

4. BUDGET

4.1 2015-16 Budget

The governing body noted that the Resources Committee had met on two occasions to plan the budget. The draft had been circulated with the meeting papers.

Revenue £k	2015-16	2016-17	2017-18
Income	3103	3401	4006
Expenditure	3393	3527	3646
In Year Surplus or (Deficit)	(291)	(125)	360
Surplus or (Deficit) Brought Fwd	360	69	(57)
Cumulative Surplus or (Deficit)	69	(57)	303

The governors noted:

- budget plan included an assumption that the school would expand
- three year plan included
- capital income only £8.6k
- the 2014-15 surplus was subject to a surplus spending plan

Headteacher to submit to HLT

The governing body **resolved to adopt** the 2015-16 budget.

4.2 Surplus Plan

The 2014-15 surplus had been considered by the Resources Committee and the plan circulated to all governors. The 2014-15 year-end balance had been £360k. Within this the school had set aside a contingency of £70k. The governing body **agreed** that the surplus plan should be submitted to the local authority.

Headteacher to submit to HLT

5. HEAD'S REPORT

5.1 The Head referred to her report which had been circulated in advance of the meeting. Governors understood that data would be considered in the autumn term. They noted in particular:

Head to provide data/ Clerk for autumn agendas

School development plan 2014-15 review

a. Teaching

- 100% judged good or outstanding (42% outstanding)
- 5 NQTs and 3 inexperienced teachers included
- Very secure management structure
- Phaseleaders able to manage their areas, support colleagues and model good / outstanding teaching
- Phases meeting together in teams

- b. Assessment**
- Descriptors and tests not yet available for new curriculum
 - Expectations higher therefore percentage children 'on track' has fallen
 - Hackney Assessment Tool to be streamlined – Head will review once re-written
 - HAT descriptors useful as planning tool for staff
 - Moderation at team meetings
 - DfE considering issuing further guidance
 - End – year tests ordered for years 3,4 and 5
- c. Curriculum**
- Governors' visits validating the school's own judgement
 - Excellent curriculum
 - Important for Sir Thomas Abney children to experience a broad range of opportunities
- d. SEN (see separate report from School Improvement Partner)**
- EYFS - effective assessment on entry. Speech & language therapy (SaLT) provision increased via Pupil Premium. Launchpad programme from September 2015 to identify language difficulties
 - KS1 – children with SEND make good progress in reading and maths. Gap in writing (expressive language). 80% of the children with SEND in Year 2 have language difficulties. Intervention groups led by specialist TAs
 - KS2 – SEND make good progress but attainment is lower than peers. 35% of current Year 6 have SEND
 - Outside agencies – 34 referrals 2014-15 to e.g. CAMHS,EP, SaLT. Significant delays within CAMHS
 - Interventions – successful, especially lunchtime provision for children with significant needs
 - Staff training – new Code of Practice, EY, Colourful Semantics, Lexia, new school systems, specific training for two teachers
 - Speech and Language Therapy (SaLT) – working alongside teachers in Years 3 and 5. Good feedback from staff and children
 - SENCO – post vacant. Re-modelled to Assistant Headteacher role. Temp appointment made to January 2016. Funding SENCO training for a member of staff
 - 2015-16 priorities:
 - Converting statements to EHCP
 - Recruitment of SENCO
 - Higher parental engagement
 - Increase SaLT interventions in classrooms
 - Earlier targeting of language difficulties in EY
- e. Leadership**
- Successful recruitment and retention of senior leaders
 - Middle leadership team complete
 - Talent spotting, growing our own leaders
 - Leaders at all levels able to influence quality of teaching and learning

Governors raised the following questions:

Governor Question	School Response
Recruitment process for SENCO	Advertised but could only shortlist one and did not appoint. Changed title to Asst Head

	(same salary but leadership scale) but still unsuccessful. Reflects London wide recruitment issues. Reviewed advert, salaries, training on offer
Why covered temporarily?	Ex-employee has agreed to return for a limited time. Permanent member of staff taking SENCO training.
Do SEND children have entitlement to Pupil Premium?	If they meet Ever 6 FSM. SEND funding within main budget. SEN top up £45k. Learning Resource Base pupils funded at £10k. EHCP may incl hours
Risk if SENCO not recruited	Team can cover. Systems are strong. Have advertised for a second Learning mentor
Retention overall	Issue for profession as a whole. Retention good at Sir Thomas Abney e.g. all 5 NQTs staying School Direct training. Good CPD offer.

5.2

Attendance

- Overall slight dip – reception children included
- Lates significantly reduced. Strong systems for lateness and attendance (e.g. first day calling)
- Persistent absence 0.5% compared with 3.0% in 2011-12
- Groups
 - SEND absence relatively high due to illness and appointments
 - White Eastern European higher level of unauthorised absence
 - Pupil Premium funding used to purchase additional HLT services
- Fixed Penalty Notices
 - 21 warnings
 - 8 fines issued
 - 3 paid
 - 2 to court
 - 2 under child protection plans
 - 1 prosecution

5.3

Safeguarding

- Child Protection - 9 referrals to HYPCS
 - 2 no further action
 - 4 referred to Children in Need team
 - 1 referral to Troubled Families team
 - 2 referrals to overstayers team
- 2 children looked after
- 4 with child protection team
- 4 'children in need'
- Excellent relationships with HYPCS
- Training up to date
- Additional info on CSE and FGM shared with staff (circulated to governors)

Governors asked how overstaying families were looked after. The Headteacher said the school offers support such as letter writing, after school care, breakfast club, FSM and liaises with HYPCS. Children's

5.4 safeguarding is always the school's priority.
Exclusions
Instances minuted as confidential business.

5.5 Governors noted that on their visits they had observed excellent behaviour with good relationships between adults and children.
Harassment
Instances minuted as confidential business.

5.6 Governors asked how staff were alerted to incidents. The Headteacher said that children would bring to their concerns to staff. Children were very aware of systems because of the school's anti-bullying work e.g. worry boxes in classrooms

Secondary Transfer

- Largest groups
 - 12 to Skinners
 - 9 to Stoke Newington
 - 5 to Mossbourne
 - 5 to Gladesmore
- One child's parents have not accepted the place offered

5.7 **Pupil Premium**

The governing body received the 2014-15 Pupil Premium report. This would be updated with the 2014-15 results and reported in the autumn term to the curriculum committee

Head to report to curriculum committee / Clerk for agenda

5.8 **PE/Swimming Pool**

Governors received the PE and sport report. The sports grant of £9635 was part of overall spending of £52k. The grant was used to employ a specialist PE teacher, sports coaches and to support less active pupils.

The temporary swimming pool had allowed swimming lessons for every child from Reception to Year 6. It had also strengthened links with the local community.

John Larter (PE link governor) reported that he had made a number of very positive visits recently and seen the pool in use. He would submit a written report.

John Larter to write up PE link governor report

Governors noted that the cohort data would be considered at the autumn curriculum committee and they thanked the Headteacher for her comprehensive report.

6. SCHOOL DEVELOPMENT: 3 FORM ENTRY

6.1 Covered under matters arising above

7. COMMITTEE AND GOVERNOR REPORTS

7.1 Draft minutes of the Resources Committee held on 14 May had been circulated and were noted by the governing body. The governing body congratulated the school on its outstanding health and safety judgement.

7.2 Draft minutes of the Curriculum Committee held on 20 May had been circulated and were noted by the governing body. They noted the link visit reports for literacy and for art & display.

8. POLICIES

8.1 The governing body noted that the Resources Committee had adopted the health and safety policy.

8.2 Report of the Policies Committee – no meeting this term.

9. ANY OTHER BUSINESS

There was no other business.

10. GOVERNING BODY DEVELOPMENT

10.1 School has membership of the National Governors Association

www.nga.org.uk

All governors to note

10.2 Details of training opportunities offered by HLT had been circulated. The Chair reminded governors that there was an expectation that all Sir Thomas Abney governors keep up to date through training. Olalere Ladipo said he had attended induction training with HLT.

All governors to attend appropriate training

10.3 Noted all welcome to attend HASGA sessions (see dates below).

11. FUTURE MEETINGS & EVENTS

11.1 School events:

Governors were invited to attend a number of end of term activities. **Agreed** to circulate dates to all governors.

Head to circulate dates

11.2 Governor meetings 2015-16

1 Oct 2015 Curriculum	14 Jan 2016 Resources	28 Apr 2016 Curriculum
15 Oct 2015 Resources	4 Feb 2016 Curriculum	12 May 2016 Resources
12 Nov 2015 Governing body	10 Mar 2016 Governing body	16 Jun 2016 Governing body

11.3 HaSGA meetings

- Wednesday - 8/07/2015
- Monday - 21/09/2015
- Tuesday - 24/11/2015 (Topic: Alternative Provision rather than Exclusions)
- Wednesday - 10/02/2016
- Monday - 21/03/2016
- Tuesday - 10/05/2016
- Wednesday - 29/06/2016

Following confidential business (minuted separately) the Headteacher thanked governors for their contribution during the year and the Chair closed the meeting at 7.35pm

**Minutes prepared by:
Susan Moyse**

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Chair

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Date