



Flora Gardens Governing Body

Minutes of the meeting of the governing body held at Flora Gardens School on 29<sup>th</sup> March 2017 at 6pm.

Members:  
(\*Absent)

	Name	Post
	Mr J Hamilton	Chair/ Co-opted Governor
	Mr A S Naismith	Head
	Cllr M Cartwright	Vice Chair
*	<b>Ms A Sanderson</b>	
	Ms S McAlister	
	Ms S Hill	
	Ms H Pickering	
	Ms Lindy Woodcock	
*	<b>Mr P Mattar</b>	
	Mr J Gilchrist	
*	<b>Ms J Hall</b>	
	Mr D Wright	
	Ms Nimo Yusuf	
*	<b>Mr Andy Spooner</b>	<b>Associate Member</b>
	Ms Rachel Saim	Associate Member
	Ms Claire Goddard	Associate Member

Ms Jeanette Elvyn	SBM
Mrs N Stroud	Clerk to the Governors

The Chair welcomed everyone to the meeting and introductions took place

ITEM NUMBER	ITEM	ACTION OWNER
1/17	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies for absence were received from Mr Spooner, Ms Sanderson and Ms Hall. Permission for absence was granted.  Mr Mattar was absent from the meeting.	
	<b>RESOLUTION:</b>	
	<b>Permission granted for Mr Spooner, Ms Sanderson and Ms Hall.</b>	

	<b>Mr Mattar was absent with no consent</b>	
<b>2/17</b>	<b>DECLARATIONS OF INTEREST AND REVISION OF THE REGISTER OF INTERESTS</b>	
	Standing declarations were noted.  Ms Yusuf was asked to complete the declaration of interest form.	
	<b>RESOLUTION:</b>  <b>Standing declarations noted</b>  <b>Ms Yusuf to complete the Declaration form</b>	
<b>3/17</b>	<b>MEMBERSHIP OF THE GOVERNING BODY</b>	
a)	<b>Changes in membership</b> Parent elections had taken place and Ms Yusuf had been elected. Governors formally welcomed Ms Yusuf to the GB.  The Chair proposed that Ms Goddard was appointed as Associate Member with the prospect of being co-opted if/when a vacancy occurred. Ms Goddards skills/bio was included in the agenda pack and had been reviewed by Governors. It was felt that Ms Goddard had excellent skills especially in fundraising where she would complement Mr Gilchrist's and would strengthen the already robust skills on the GB. Governors unanimously agreed to appoint Ms Goddard as Associate Member for 1 year with voting rights at FPPC meetings.	
b)	<b>Forthcoming vacancies</b> There were no current or forthcoming vacancies to note.	
c)	<b>Panels, committees and working parties</b> Mr Hamilton advised that he was stepping down as Chair of the Safeguarding Committee and proposed that Ms Hall took on this responsibility. This was unanimously agreed.	
	<b>RESOLUTION:</b>	
	<b>Ms Yusuf was formally welcomed</b>  <b>Ms Goddard was appointed as Associate Member with voting rights at FPPC meetings</b>  <b>Ms Hall was elected Chair of the Safeguarding Committee</b>	
<b>4/17</b>	<b>CHAIRS ACTION</b>	
	The Chair advised that it had become clear, the 2017/18 budget was problematic. In order to work out the appropriate action a working party was formed: <ul style="list-style-type: none"> <li>• Ms Hill</li> <li>• Ms Sanderson</li> <li>• Mr Hamilton</li> </ul> The Working Party were meeting with the Head regularly to review and work on the budget. A letter was included within the pack as a result of the sub committees work.	

	<b>RESOLUTION:</b>	
	<b>Working party formed due to budget concerns</b>	
<b>5/17</b>	<b>MINUTES OF THE LAST MEETING</b>	
	Ms Hill noted that she had only left the meeting for 2 minutes and returned.  The minutes were approved as an accurate record of the meeting subject to the above and were signed by the Chair.	
	<b>RESOLUTION:</b>	
	<b>Minutes approved and signed</b>	
<b>6/17</b>	<b>MATTERS ARISING FROM THE MINUTES</b>	
	Schemes of Delegation – deferred to the next meeting  Committee memberships – Chair to confirm this to the Clerk  Governor Development plan – this was included in the agenda pack. Governors felt it needed more work and the following was agreed: <ul style="list-style-type: none"> <li>• Governors to send comments to Ms O’Donnell and cc Ms McAlister (2 weeks before the next CPPC meeting)</li> <li>• Ms O’Donnell to prepare and draft for review by CPPC</li> <li>• Final version to be included in the summer term agenda pack</li> </ul> Mr Goldthorpe’s visit – review of governance to be circulated to all Governors and the Clerk  Annual Self review – Mr Wright to share Miles Coverdale template  Performance Management – the following was noted: <ul style="list-style-type: none"> <li>• Staff mid-phase taken place</li> <li>• Head mid-phase taken place (Mr Hamilton has the report from the external advisor)</li> </ul>	
	<b>RESOLUTION:</b>	
	<b>Schemes of Delegation – deferred to the next meeting</b>  <b>CPPC to review the Governor Development action plan</b> <ul style="list-style-type: none"> <li>• <b>Governors to send comments to Ms O’Donnell and cc Ms McAlister (2 weeks before the next CPPC meeting)</b></li> <li>• <b>Ms O’Donnell to prepare and draft for review by CPPC</b></li> <li>• <b>Final version to be included in the summer term agenda pack</b></li> </ul> <b>Mr Goldthorpe’s visit – review of governance to be circulated to all Governors and the Clerk</b>  <b>Mr Wright to share Miles Coverdale template for self-review – send to Governors and Clerk</b>  <b>Mid-phase performance management taken place – staff and head</b>	
<b>7/17</b>	<b>BUDGET UPDATE/APPROVAL</b>	

	See confidential minutes.	
<b>8/17</b>	<b>SLA/CONTRACT UPDATE</b>	
	<p>The new Tri-B SLA had been received and the figures for the SLA's taken by the school were reflected in the 2017/18 budget. The school would purchase the same SLA's as the previous year.</p> <p>The NQT SLA would be for 1 NQT this year which resulted in a small saving.</p> <p>The Governing body agreed to purchase the electronic Clerking SLA. The Chair was considering merging the SG and CPPC committees. It was noted that the school would be able to reduce the cost of the SLA if this was to be actioned.</p> <p>The contracts register was included in the agenda pack and noted.</p>	
	<b>RESOLUTION:</b>	
	<p><b>SLA'S agreed – purchase the same as 2016/17</b></p> <p><b>Clerking Service electronic service</b></p> <p><b>Chair to look at merging SG and CPPC Committees</b></p>	
<b>9/17</b>	<b>SCHOOLS FINANCIAL VALUE STANDARD (SFVS)</b>	
	Amendments had been made. The SFVS was reviewed and approved by Governors. The report was to be signed by the Chair and submitted by the SBM to the LA before 31 <sup>st</sup> March 2017.	
	<b>RESOLUTION:</b>	
	<p><b>SFVS Approved</b></p> <p><b>Mr Hamilton to sign the SFVS</b></p> <p><b>SBM to submit SFVS to the LA before 31<sup>st</sup> March 2017</b></p>	
<b>10/17</b>	<b>MINUTES AND REPORTS FROM COMMITTEES</b>	
	<p>The minutes from the spring term Committee meetings were included in the agenda pack and noted by Governors.</p> <p>Ms Hill advised that the Wigmore Hall Partner Schools Steering Group had met. Minutes were prepared by Ms O'Donnell. It was agreed that these minutes were to be included in the FGB agenda pack for future meetings.</p>	
	<b>RESOLUTION:</b>	
	<b>Ms O'Donnell to forward the minutes from the Wigmore Hall Partner Schools Steering Group meetings to the Clerk for inclusion in FGB meeting packs</b>	
<b>11/17</b>	<b>HEAD'S REPORT TO GOVERNORS</b>	
	<p>The report was included in the agenda pack and was read and noted by Governors.</p> <ul style="list-style-type: none"> <li>• Numbers on roll – 195 on CENSUS day, 215 as of 29<sup>th</sup> March 2017. <ul style="list-style-type: none"> <li>▪ Positive however funding is paid in arrears</li> </ul> </li> <li>• Cllr Slaughter visiting after Easter</li> <li>• Attendance – 95.6% great improvement noted</li> </ul>	

	<ul style="list-style-type: none"> <li>• Punctuality – significantly improving – hours of education lost is decreasing. Action taken is having a huge impact</li> <li>• Data was reviewed in great detail at CPPC and SIB meetings <ul style="list-style-type: none"> <li>▪ EY good and content</li> <li>▪ Y1 Good progress</li> <li>▪ Y2 Good progress</li> <li>▪ Y3 making progress</li> <li>▪ Y4 slight set back – action taken and having impact</li> <li>▪ Y5 major concern – change of staffing, lack of continuity having a huge impact. 1 Y5 teacher is secure, 1 Y5 teacher needs additional support and an action plan is in place</li> <li>▪ Y6 outrageously good – vast and consistent accelerated progress</li> <li>▪ SEN – all Year groups (except Y5) made Good progress and accelerated progress in Y4 and Y6</li> <li>▪ AMA – accelerated progress in all Year groups (except Y5) although not where expected – noted and currently being addressed. CPPC and SIB to review in depth</li> </ul> </li> <li>• 3 exclusions – 2 pupils (2 for 3 days and 1 for 1 day)</li> <li>• 2 racist incidents – 1 pupil <ul style="list-style-type: none"> <li>▪ Very clear behaviour policy and followed through</li> </ul> </li> </ul> <p>It was noted that Mr Goldthorpe was aware of the concerns regarding Y5. He was on high alert, if the teacher produced another RI or Inadequate lesson he would come in and carry out lesson observations and action could be taken.</p> <p>Governors expressed concern that Y5 SEN were not progressing. With children underperforming and apprehensions around teaching this was even more concerning for Governors. This would be monitored closely and procedures were in place.</p> <p>A Governor suggested that positive work/visits/celebrations etc for example the work with Wigmore Hall should be included in the local press releases for local residents to see. It was agreed that the Head would look into this.</p> <p>In relation to the racist incident reported another Governor questioned how the school supported the perpetrator and the affected pupil. The Head explained and advised that they followed the policy and a log was kept. It was agreed that CPPC review this in more detail.</p> <p>In response to a question it was confirmed that an Educational Psychologist (EP) was contracted to support children with complexed needs and this was paid for by the school. By paying for this privately and not through the borough the school had saved approximately £3k. Next year it was expected that the EP would do more proactive work with the lower years to prevent any issues higher up. The feedback was extremely positive. Impact needed to be monitored and the CPPC committee would follow this up.</p>	
	<p><b>RESOLUTION:</b></p>	
	<p><b>Positive work/celebrations/occasions to be included in local press releases – Head to follow up</b></p> <p><b>CPPC and SIB to monitor AMA progress</b></p> <p><b>CPPC – review how the school supported the perpetrator and affected pupils in terms of behaviour incidents</b></p>	

	<b>CPPC – discuss further how to monitor the impact of the Educational Psychologist</b>	
<b>12/17</b>	<b>SCHOOL IMPROVEMENT UPDATE</b>	
	The SDP and SEF were noted. There were no further comments.	
<b>13/17</b>	<b>ANNUAL SAFEGUARDING REPORT TO GOVERNORS</b>	
	<p>The Safeguarding visit was undertaken by Ms Hillary Shaw – Tri-Borough Safeguarding Officer. The report was extremely positive. The school took notes of the visit and these were sent to Ms Shaw and approved.</p> <p>The items from the visit were RAG rated. These were minor items, there were no items of significant concern.</p> <p>Red items (policies referred to 2014 guidelines, incorrect) had mostly been addressed.</p> <p>The Head updated Governors on a recent SG concern (See confidential minutes). Ms Shaw was delighted with the immediate action taken from the school and how quickly, calmly and collectively it was addressed. The Head met with staff and went through the SG procedures with a refresher of the requirements.</p>	
	<b>RESOLUTION:</b>	
	<b>Noted</b>	
<b>14/17</b>	<b>APPROVAL OF STATUTORY POLICIES</b>	
a)	<p>The following was approved:</p> <ul style="list-style-type: none"> <li>• Equality and Objectives</li> <li>• Safeguarding policy</li> <li>• SEND policy</li> <li>• Pay policy</li> <li>• Performance Management policy</li> </ul>	
b)	<p>Presentation of policies to Governors:</p> <p>The Chair advised that Governors had requested that policies were track changed by the Head. The H/T felt that this was unnecessary. The Head felt strongly that it did not reflect that the policy was read and understood.</p> <p>A detailed discussion took place. As a result of the discussion it was agreed by the GB that policies due for the next two committee meetings were to be track changed the committees could then advise the FGB of their preference and recommend if the process should continue.</p>	
	<b>RESOLUTION:</b>	
	<b>policies for the next two committee meetings to be track changed by the head</b>	
	<b>Both Committees to advise the FGB of their preference and recommend if the process should continue</b>	
<b>15/17</b>	<b>GOVERNOR MONITORING AND VISITS</b>	
	The following reports were reviewed and noted by Governors:	

	<p>SENCO – Ms McAlister – 2<sup>nd</sup> March 2017          Early Years Link – Ms McAlister – 2<sup>nd</sup> March 2017          Progress meeting – Mr Derrick Wright 7<sup>th</sup> February 2017</p>	
	<b>RESOLUTION:</b>	
	<b>Visits schedule to be updated</b>	
<b>16/17</b>	<b>GOVERNOR TRAINING AND DEVELOPMENT</b>	
	<p>Ms Goddard – Welcome to Governance – 28<sup>th</sup> march 2017          Ms Yusuf – Welcome to Governance – 28<sup>th</sup> March 2017          Ms Yusuf – Prevent and FGM online          Mr Wright – Prevent and FGM online          Ms Hill – Prevent          Ms Pickering – Financial Efficiencies          Mr Hamilton Prevent</p> <p>A raise online session for Governors was held on (date) and attended by (list governors)</p> <p>A team building session led by Ms Frienbird would be arranged. The Chair welcomed the Miles Coverdale and Normand Croft Governors to attend. It was agreed Ms O'Donnell would set the date and circulate this to Governors.</p> <p>Miles Coverdale had recently held a Safeguarding seminar to look at the recent changes. He advised that future sessions would be circulated to the Flora Governors who were welcomed to attend.</p> <p>The Chair advised that training needs would be dealt with in the review of governance that would be undertaken.</p>	
	<b>RESOLUTION:</b>	
	<p><b>Training noted</b></p> <p><b>Training schedule to be updated</b></p> <p><b>Ms O'Donnell to set date for Ms Frienbird training session and circulate</b></p> <p><b>Training needs to be dealt with in the review of governance that would be undertaken - Chair</b></p>	
	<b>TRI-BOROUGH CHAIR'S FORUM UPDATE</b>	
	The Chair advised he had not attended the recent Chairs Forum.	
<b>17/17</b>	<b>DATES OF FORTH-COMING MEETINGS</b>	
	<p>The dates of forthcoming meetings were noted.</p> <p>Governors were reminded that the Clerk was unavailable on 12<sup>th</sup> July 2017. The Head and Chair had changed the date earlier in the year and the Clerk had advised that she could not attend. The Clerk advised that she had spoken to Ms Saddington who would try to arrange cover however if Governors were happy to change the date this could be arranged.</p>	

	<p>The Head advised that for continuity he would prefer to change the date.</p> <p>The date was to be agreed at the May FGB meeting.</p>	
	<b>RESOLUTION:</b>	
	<b>12<sup>th</sup> July 2017 FGB date to be changed – included on May FGB agenda</b>	
<b>18/17</b>	<b>ANY OTHER URGENT BUSINESS</b>	
	<p><b>WLFSP Site Expansion Consultation</b></p> <p>The Head advised that he had spoken to Mr Richard Stanley, Director of School Standards, expressing his concerns. The Head advised as GB individuals and parents it was vital that objections were submitted.</p> <p>Local schools had pupil vacancies, there was no need for another school expanding its year groups.</p> <p>It was noted that the planning consultation was taking place however building works had already commenced.</p> <p>Governors objected to the site expansion as it did not meet the need.</p>	
	<b>RESOLUTION:</b>	
	<p><b>Governors objected to the WLFSP site expansion</b></p> <p><b>Individual responses to be submitted</b></p>	
<b>19/17</b>	<b>CONFIDENTIAL ITEMS</b>	
	See confidential minutes.	
	<b>AOB</b>	
	<p>Mr Gilchrist reported that the Y6 children who had attended the recent trip to the Bush Theatre were amazing and the staff had fed back how delightful the children were. The children were a credit to the school. Mr Gilchrist thanked the Head and Assistant Head.</p> <p>Governors agreed for Mr Hamilton to be the first point of contact with Mr McNamara regarding the proposed plans to develop the school site.</p>	

The meeting closed at 7:30pm

CHAIR \_\_\_\_\_ DATE \_\_\_\_\_