



Minutes of the meeting of the governing body held at Flora Gardens School on 6th December 2017 at 6pm.

Members:
(*Absent)

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

Also present:

Mrs N Stroud	Clerk to the Governors
Ms B Graham	Deputy Head

ITEM NUMBER	ITEM	ACTION OWNER
1/17	APOLOGIES FOR ABSENCE	
	Apologies for absence were received from Mr Gilchrist and Mr Wright. Ms Woodcock and Cllr Cartwright were absent from the meeting. Mr Hamilton had sent apologies for lateness. It was therefore agreed that Ms Hill Chair the meeting until he arrived.	
	RESOLUTION:	
	Permission for all absences was granted	
2/17	DECLARATIONS OF INTEREST AND REVISION OF THE REGISTER OF INTERESTS	

Commented [SN1]: I made an error on this and had received apologies but it got lost in my junk folder! Please amend.

	Declaration forms were completed at the last meeting. Governors not present at the last meeting were asked to complete the form and return this to the school.																																		
	RESOLUTION:																																		
	Forms to be completed by those not present at the last meeting																																		
3/17	MEMBERSHIP OF THE GOVERNING BODY																																		
a)	<p>Changes in membership/vacancies Ms Sanderson's term of office had expired. It was proposed that Ms Goddard be Co-Opted and Ms Sanderson remain on the GB as an Associate Member. Mr Hamilton had contacted Ms Sanderson to discuss the proposed change. It was felt that due to her skills it was beneficial for her to remain a part of the school.</p> <p>This was unanimously agreed therefore; Ms Goddard was appointed for a 4-year term. Ms Sanderson was appointed as an Associate Member for 1 year and appointed to the FPPC Committee.</p> <p>There were no other vacancies</p>																																		
b)	<p>Committee Membership There were no changes to the committee memberships.</p> <table border="1"> <thead> <tr> <th>CPPC</th> <th>Safeguarding</th> <th>FPPC</th> </tr> </thead> <tbody> <tr> <td>Ms Sam McAlister (Chair)</td> <td>Ms Jackie Hall (Chair)</td> <td>Mr John Hamilton (Chair)</td> </tr> <tr> <td>Ms Sam Hill (Vice Chair)</td> <td>Ms Sam McAlister</td> <td>Helen Pickering (Co-Chair)</td> </tr> <tr> <td>Mr Sam Naismith</td> <td>Mr Sam Naismith (Head)</td> <td>Mr Sam Naismith (Head)</td> </tr> <tr> <td>Mr John Hamilton</td> <td>Mr John Hamilton</td> <td>Clr Mike Cartwright</td> </tr> <tr> <td>Mr Patrick Mattar</td> <td>Ms Sam Hill</td> <td>Ms Alex Sanderson</td> </tr> <tr> <td>Ms Jackie Hall</td> <td>Mr Patrick Mattar</td> <td>Mr Jon Gilchrist</td> </tr> <tr> <td>Ms Rachael Saim (Associate Member)</td> <td>Ms Lindy Woodcock</td> <td>Mr Andy Spooner (Associate Member)</td> </tr> <tr> <td>Ms Lindy Woodcock</td> <td>Mr Derrick Wright</td> <td>Ms Claire Goddard</td> </tr> <tr> <td>Mr Derrick Wright</td> <td>Ms Nimo Yusuf</td> <td></td> </tr> <tr> <td>Ms Nimo Yusuf</td> <td></td> <td></td> </tr> </tbody> </table> <p>Mr Hamilton arrived at 18:10</p>	CPPC	Safeguarding	FPPC	Ms Sam McAlister (Chair)	Ms Jackie Hall (Chair)	Mr John Hamilton (Chair)	Ms Sam Hill (Vice Chair)	Ms Sam McAlister	Helen Pickering (Co-Chair)	Mr Sam Naismith	Mr Sam Naismith (Head)	Mr Sam Naismith (Head)	Mr John Hamilton	Mr John Hamilton	Clr Mike Cartwright	Mr Patrick Mattar	Ms Sam Hill	Ms Alex Sanderson	Ms Jackie Hall	Mr Patrick Mattar	Mr Jon Gilchrist	Ms Rachael Saim (Associate Member)	Ms Lindy Woodcock	Mr Andy Spooner (Associate Member)	Ms Lindy Woodcock	Mr Derrick Wright	Ms Claire Goddard	Mr Derrick Wright	Ms Nimo Yusuf		Ms Nimo Yusuf			
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c)	<p>Standing Orders – (deferred from last meeting)</p> <p>The Clerk confirmed that she had removed references to the SIB and Children's Centre.</p> <p>The Governing body approved and adopted the Standing Orders.</p> <p>Schemes of Delegation – These were approved by the Governing Body.</p> <p>Mission Statement – The Clerk had sought advice from the Clerking Manager who advised that if the amendment was not significant i.e. a minor correction to wording and did not change the mission or ethos there was no requirement to consult.</p> <p>It was agreed that Mr Wright contact the Head with his suggestion on the amendment that could then be put to the school council. This would be discussed at the next meeting.</p>																																		
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	Ms Goddard was co-opted for a 4-year term																																		
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	<p>FPPC</p> <p>Standing Orders and Schemes of Delegation were ratified</p> <p>Mr Wright to contact the Head advising of suggested amendment to the mission statement</p>	
4/17	MINUTES OF THE LAST MEETING	
	<p>The minutes of the meeting held on 20th September 2017 were approved as an accurate record subject to the following amendments:</p> <ul style="list-style-type: none"> • H. Pickering down twice on FPPC – corrected • 3/17g – objective 1 not objection • 15/17 – Discussed training being arranged with Ms Petch. There was confusion on who was responsible for arranging this. <p>The minutes were signed by the Chair.</p>	
	RESOLUTION	
	Minutes approved and signed	
5/17	MATTERS ARISING	
	<ul style="list-style-type: none"> • HO'D to ensure the Code of Conduct was signed by absent Governors at the next meeting – signed by all present • Action Plan and SEF tool provided by Mr Wright – template to be revised by Mr Wright and piloted with Miles Coverdale – feedback at next FGB meeting – this was deferred • Ms Hill to arrange visit with focus on reading – completed and would include the report in the agenda pack for the next CPPC meeting • Ms Yusuf to provide update on PTA – confirmed satisfied with the response. • Clerk to check and confirm the requirement of Admissions policy and process in terms of following the LA model procedures – completed - <i>Clerk enclosed Item 7 2017/18 and 2018/19 Borough admissions policy that the school follows</i> 	
	RESOLUTION	
	Noted	
6/17	CHAIRS ACTION	
	There was nothing to report.	
7/17	ADMISSIONS REPORT	
	<p>Ms McAlister's report was included in the agenda pack.</p> <p>It was agreed that Ms McAlister report back to the CPPC and Look to implement</p>	

	the suggestions made in the report.	
	RESOLUTION:	
	Ms McAlister to report back to the CPPC and Look to implement the suggestions made in the report	
8/17	HEAD TEACHERS REPORT	
	<p>The number on roll at the time the report was written was 210 and this was pleasing. It had however fluctuated since then and had reduced below 200 due to mobility. 2 parents this week had expressed an interest in the school and this was a positive improvement.</p> <p>Governors were pleased that the numbers were slightly up when other local schools were significantly down.</p> <p>The attendance target had been set at a challenging 97% for the academic year and the Head was hopeful this would be achieved.</p> <p>The Head had met with 3 parents whose children had low attendance and 14 letters had been sent. The school continued to address concerns with the persistent non-attenders. Robust policies and procedures were in place and were being followed to ensure the safeguarding of children.</p> <p>Ms Pickering had attended the budget meetings. The Head informed Governors there was a predicted surplus of £6,500 and this was a healthy position compared to previous years.</p> <p>The head had written to Mr McNamara and met with him regarding the building plans. It was reported that Mr McNamara had agreed to pay the £70,000 as he had previously agreed.</p> <p>It was explained that the LBHF funding formula was not yet known however, it would be no worse than what was currently in place.</p> <p>The draft budget for next year had been completed 2 months ahead of schedule.</p> <p>The School census was submitted in October 2017, on time and with no errors.</p> <p>Staff changes were noted.</p> <p>Performance Management was completed.</p> <p>Staff wellbeing was good. The Odyssey project commenced and was having a positive effect. The Head provided an example of a child in Year 1 and Governors were pleased. There was some criticism amongst although a majority were embracing this.</p> <p>After Christmas the award system would be implemented. This would provide the children with badges to achieve.</p> <p>No racist incidents were reported.</p> <p>1 half day exclusion had taken place by a new pupil however since then behaviour had significantly improved.</p> <p><u>Budget</u></p>	

The draft budget for 2018/19 was completed earlier in the day. The Head expressed that one of the school's major expenses was the school dinners. The school was currently subsidising the meals by approx. £72,000 per year. A discussion took place and it was agreed that the full break down would go to the next FPPC meeting.

The SBM was currently researching other external caterers and would bring costings to the next finance meeting. A Governor asked if it was possible for the school to opt out of the current contract and the Head confirmed this, with a terms notice. It was agreed that quotes were to be received and compiled by February 2018 the School would then aim to give notice by Easter 2018.

The head was considering implementing a policy to become a school meal only school which meant children would no longer be able to bring in a packed lunch. Governors discussed this proposal and there were mixed opinions. It was felt that there could be a negative response from parents and that for some the cost may not be affordable.

The Head explained that there was a vast amount of wastage, the food wasn't to the expected standard and was often cold. There was also minimal choice. A discussion took place on the option to employ a full time chef. An example was given of another local school that had their own chef and this made such a significant positive impact.

It was agreed that the SBM research possible options and costs and Governors would review and agree the best way forward.

A Governor asked if the school should consult parents beforehand. The Head reported that feedback from parents over the years was that the food was terrible. It was agreed that the proposal would go through the PTA and parental consultation. A formal decision would be made by Governors in the spring Term.

Governors were mindful of the cost to parents.

A Governor asked when the next LA review was taking place. There was no date in place although, it was anticipated this would be late spring/early summer. The LA was looking to withdraw on these as the school was no longer in Requires Improvement.

SATs Predictions.

This report was not included in the agenda pack. The Head provided a verbal update.

Year 6	Best Case Predictions 2016-2017 EXS	Best Case predictions GDS	Most Likely predictions 2016-2017	Most Likely Predictions GDS
Reading	83%	28%	68%	18%
GPS	85%	40%	75%	25%
Writing	78%	28%	68%	18%
Maths	80%	28%	70%	18%

Combined	70%		55%	
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Year 2	Best Case Predictions 2016-2017	Most Likely predictions 2016-2017
Reading	76%	68%
GPS	68%	60%
Writing		
Maths	80%	72%

It was reported that these predictions were slightly lower than previously thought.

This was the final year of the historical problematic data.

Assessment week took place this week and the school was between 55-75%. This was the first time that the report would be on a similar format and this would give staff more to report at CPPC.

A Governor expressed that predictions for Y2 were quite low considering they had the support in teaching. The Head reported that they had children on EHC plans and new arrivals which would impact on the results.

The average combined last year was noted at 69%.

All teachers expect 1 were graded Good or Out Standing on every learning walk and through Performance Management. 1 teacher was judged Requires Improvement and steps were in place to support them.

RESOLUTION:

Noted

9/17 5-YEAR DEVELOPMENT PLAN

The report was reviewed and noted. There were no changes since the last meeting.

Governors were satisfied with the format and level of detail.

RESOLUTION

Noted

10/17 PERFORMANCE MANAGEMENT

It was reported that everything was on track and targets had been set. The first observations had been completed.

Building in trust – videoing and sharing was taking place. The Heads lesson was shared with all staff and some areas were highlighted. Overall this was working well.

It was reported that at present the TAs don't want to participate in the video lessons however, the Head felt that once it was fully embedded with the Teachers the TAs would move towards this.

	<p>It was noted that the school tried to do the PM earlier in the year than other schools. The Head advised that it had to be completed by 31st October each year and new objectives were to be in place. The Head felt it wasted 2 terms therefore if the cycle was complete in July, there was no back pay and if PM was failed it could be extended to 31st and therefore staff were not penalised and could start the year with new targets in place and it worked well at this school.</p> <p>The Heads PM had taken place on 1st November 2017 and Mr Am Rai was the external consultant.</p>	
	<p>RESOLUTION:</p>	
	<p>PM for all staff had taken place</p> <p>Heads PM completed – External Consultant Mr Am Rai</p>	
<p>11/17</p>	<p>MINUTES AND REPORTS FROM COMMITTEES</p>	
	<p><u>FPPC</u> The minutes were included in the pack.</p> <ul style="list-style-type: none"> • 5-Year development plan reviewed and discussed • Income generation was discussed • Aim to move away from 3BM financial support <ul style="list-style-type: none"> ◦ Discussed moving to a system called Zero – this would move away from 3BM finance. It would populate the SBM's spreadsheet and the school would have full input. • Clerking contract with 3BM was signed • LA audit reviewed and discussed • Budget update was noted <p>The Chair – advised that previously the school had not been on top of historic liability on bills and asked if this had been addressed. It was confirmed that liabilities were shown on the budget and predicted by plus or minus. There had been historic late bills and this included the Clerking invoice from the LA which came in very late. This meant that the Clerking for 2016/17 and 2017/18 had been paid from the current budget. It was improving, there were less historic late bills.</p> <p>The Head reported that the school was in a better position 95% secure and in 12 months it was expected that there would be no liabilities that couldn't be reported on. The SBM had already looked at liabilities for future months had this built in.</p> <p>Ms Pickering expressed that she was fairly confident that everything to be spent was included on the spreadsheet.</p> <p>A Governor asked if the school Incurred expenses should it go down as a liability. This would be discussed further at the next FPPC mtg.</p> <p>Liabilities to be discussed at FPPC agenda item.</p> <p><u>Safeguarding</u> Ms Barbara Gellade <u>Graham</u> was the new Safeguarding lead and had rectified the Section 11 template and the report was more detailed.</p> <p>A formal complaint to LA was made regarding the service received from Ms Shaw and the Boroughs Safeguarding team. At present, no response had been received. This would be followed up as no acknowledgement was received. It was essential</p>	

	<p>that the school evidenced they were not being supported.</p> <p>Governors expressed their thanks and appreciation to Ms Hall for her hard work as the Safeguarding Chair.</p> <p>CPPC</p> <p>The minutes had been circulated to Governors. A Governor queried the circulation of minutes to all Governors. The Clerk advised that the minutes were circulated to all Governors once they had been approved by the Chair. If they hadn't been received it was because the Chair of the meeting had not sent approval to the Clerk.</p> <p>The following points were discussed at the meeting held on 8th November 2017:</p> <ul style="list-style-type: none"> • TA's MITA Programme • Sports Premium and presentation from Mr Finney • Pupil progress and new data format <ul style="list-style-type: none"> ○ Meeting dates were changed due to change in assessment - 7th March 2018 to change to 24th January 2018 • SATs Headlines 2017 • Verbal literacy report from Ms Woodcock • Pupil Premium • School website confirmed as compliant • Music Teacher – budget to be reviewed to look at continuation of the Music provision for the next academic year • Parental questionnaire – no significant changes 	
	RESOLUTION	
	Noted – Date Change to be circulated to all Governors	
12/17	GENERAL DATA PROTECTION REGULATION (GDPR)	
	<p>The information on the agenda from the Clerking Manager was noted.</p> <p>The SBM had reviewed all policies and procedures and advised that the school was in line with all its systems.</p> <p>Ms Goddard was allocated the responsibility to see what further information could be found and what training was available for Governors.</p> <p>The Chair reported that a child's EHC Plan was sent to him from a member of the LA and he queried this. the SBM looked into this and confirmed that it was for him. Ms Graham agreed to look into this and this had not been carried out in the past and she was unaware of any change in the procedures.</p>	
	RESOLUTION	
	Ms Goddard to research further information and training for Governors	
	Ms Graham to research further why EHC plans were being sent to the Chair	
13/17	SCHOOLS FINANCIAL VALUE STATEMENT	
	<p>The Head reported that the SFVS was going to be replaced this year. The form available at present was the 2016/17 template.</p> <p>A Governor reported that they shouldn't state that the school was maintaining premises because they weren't due to no available money in the budget. It should</p>	

	say in part. The report would be completed in the spring term and approved at the next FGB meeting	
	RESOLUTION	
	SFVS to be completed and approved at the spring term FGB meeting	
14/17	GOVERNOR VISITS	
	The following visits had taken place: <ul style="list-style-type: none"> o Ms Hill – English visit – report at CPPC o Ms Hall – Safeguarding visit – no concerns however JH reported that the Nurse was not on the SCR and this had been updated. o Ms McAlister and Ms Yusuf - 30th November – Early Years – report to go to CPPC o Ms Hall and Ms McAlister - SEN in January 2018 Visits to be arranged: <ul style="list-style-type: none"> o Admissions visit Ms McAlister o H&S Ms Pickering The Clerk would email all governors at the end of term asking what visits they had carried out.	
	RESOLUTION	
	Clerk to update visits schedule and contact all Governors to ensure all visits from September 2017 were included on the schedule	
15/17	APPROVAL OF STATUTORY POLICIES	
	Behaviour – reviewed and approved Complaints – reviewed and approved Safeguarding – School and Centre – this needs to be amended to remove Centre. Approved subject to amendment Separated Parents – written by JH, it was noted that the policy was contradictory – it was agreed that Ms McAlister work on this further Medical Needs – reviewed and approved	
	RESOLUTION	
	All reviewed and approved	
16/17	GOVERNOR TRAINING AND DEVELOPMENT	
	The Chair suggested joint training with the Co-Operative schools. JH to look into the possibility of training with Ms Petch regarding challenge holding to account.	

	Training log to be updated	
	RESOLUTION	
	Training log to be updated	
17/17	DATES OF FORTHCOMING MEETINGS	
	<p>FGB</p> <ul style="list-style-type: none"> • 28th March 2018 • 18th January 2018 <p>FPPC</p> <ul style="list-style-type: none"> • 21st March 2018 • 16th May 2018 <p>CPPC</p> <ul style="list-style-type: none"> • 24th January 2018 • 2nd April 2018 <p>SG</p> <ul style="list-style-type: none"> • 24th January 2018 • 2nd April 2018 	
18/17	ANY OTHER BUSINESS	
	<p>It was asked that the Clerk ensure Ms Graham was on the mailing list for GB papers.</p> <p>Appraising Chairs information – Sam Hill co-ordinating the appraisal of the Chair.</p>	
	RESOLUTION	
	<p>Clerk to ensure Ms Graham was on the Governor mailing list</p> <p>Sam Hill to further investigate appraisal of Chair</p>	
19/17	CONFIDENTIAL ITEMS	
	See confidential minutes.	

CHAIR _____ DATE _____