

**MINUTES OF THE GOVERNING BODY OF
GREENVALE PRIMARY SCHOOL
HELD ON THURSDAY 14 JULY 2016 AT 5.30 PM**

PRESENT

Jonathan Bailey (JB)
Dan Bowden (DB)
Meena Davé (MD)
Alison Fisher (AF)
Mike Fisher (MF)
Graham Jennings (GJ)
Louise MacAulay-Sutherland (LAS)
Bryony Morris-Bullock (BMB)
Jo Sadler (JS)
Tracey Whiting (TW)

ALSO PRESENT

Phil Longster (PL) (Clerk)
Gordon Smith (GS) (CEO of The Collegiate Trust)

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Sarah Syradd (SS).

2. REGISTER OF PECUNIARY INTERESTS

AF and MF declared new pecuniary interests.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 27 April 2016, having previously been circulated, were agreed and signed as a true record of the meeting.

4. MATTERS ARISING FROM THE PREVIOUS MINUTES

4. Matters Arising from the Previous Minutes

Although a Meet the Governors event has not formally taken place, a presentation was made to new parents by DB, MF, AF and LMS.

7. Premises Committee Report

DB said that asbestos training has been arranged for 15 September 2016. Legionella training will follow. This will take place along with other schools.

8. Policy Review Group Report

Following an accident involving a child at the main gate, DB has been looking at options with Ainslie who will need following-up. From a school's perspective, this has to be deemed a one-off accident. Other schools have similar gates in operation.

11. Any Other Business

With her term as parent governor coming to an end, AF proposed that MD be re-elected as a co-opted governor. DB seconded the proposal and this was unanimously agreed by the Governing Body.

BMB agreed to stand as a parent governor in the Autumn Term.

5. HEAD TEACHER'S REPORT

Pupil Numbers

DB said that two new pupils will be joining the school in September. Additional new pupils are also imminent for Year 2 as two girls are moving to Croydon High Junior School.

The governors discussed the increasing number of holiday requests and subsequent absences; many parents are aware that they cannot be challenged if the absence is less than five days. Hence, a lot of requests have been made for time off in weeks which have an INSET day.

TW said that the new reception intake contains a lot of siblings and a generally very able group on the whole.

Item deemed confidential under Section 55 (2) of the Educational (School Government) (England) Regulations 1999.

JS left the meeting at this point. As JS leaves the school on 31 August, MF thanked JS for her time as a governor and valued member of staff.

Staffing

TW asked for the governors to write a letter of appreciation to Michelle Clow for coming in as agency staff and picking up the role very quickly from Hayley Bridson.

MF

Everyone is very happy that Steven Fuller has returned to Greenvale as catering manager and the children enjoy the food he prepares.

DB asked that another teaching assistant is brought in to help in Year 2 during the mornings due to the high level of need in this class. This would cost £7-8k per year. As an essential requirement, this was agreed by the Governing Body.

Item deemed confidential under Section 55 (2) of the Educational (School Government) (England) Regulations 1999.

AF and MF advised the governors that JB would standing down as a governor but is considering staying on in an advisory capacity.

JB left the meeting at this point.

Moderation

The school has started moderation in both KS1 and KS2. Moderators confirmed that the teachers knew the children well and were accurate in their assessment. It was asked to be noted that SS had provided significant assistance on this. The governors thanked the staff for their involvement, particularly Alastair Crow and the Year 6 team.

Greenvale Arts Festival

The event was a huge success and lots of good feedback has been received. BMB suggested that a future event ought not to be so close to the end of the school year.

End of Key Stage Assessments

The data from KS1 was pleasing. Greenvale was in line with or higher than many local schools. This consort has improved significantly as they were quite low at EYFS. There were some issues with Year 1 phonics with some children narrowly missing the target. The school will continue to work on this with a strong teacher in place for next year.

KS2 are achieving higher than local schools, scoring well above the national expected standard, including 100% in grammar, punctuation and spelling (GPS). See *HT report for comparisons to national for other subject areas.*

Middle Leaders

DB said that the school must do all it can to keep Alastair Crow who begins his masters in September. Middle Leaders being one of the school's leadership targets. After a mixed response from staff who had attended the Leadership Development Programme, the governors discussed staff attendance at these courses and their leadership qualities.

Audit and Recommendations

The school were audited on 13 and 14 June, and were given a substantial assurance grading. DB thanked BMB and GJ for their work on the school's policies ahead of the audit.

Following receipt of the auditors' recommendations, it was decided that a Forward Planning Committee be set up to look at the school's 3-5 year plan.

	Recommendation	School Response
1.	In future, the school's SFVS to be sent to the Council by 31 March each year, to comply with the DfE's requirements.	The school acknowledge this and will ensure that this happens within the stated timeframe.
2.	Copies of identity documentation to be held on individual personnel files for all staff as a record to confirm their right to work in the UK and must be available for any inspection by the UK Visas and Immigration Service.	Information currently being collected. Copies kept in file.
3.	A person other than the Head Teacher should sign the delivery note or invoice to confirm receipt of goods or services ordered.	Acknowledged. Other members of staff to sign notes or invoice in future.
4.	In future, the Head Teacher to authorise the loan of all laptops and iPads.	Already actioned and agreements signed by the Head Teacher. Form

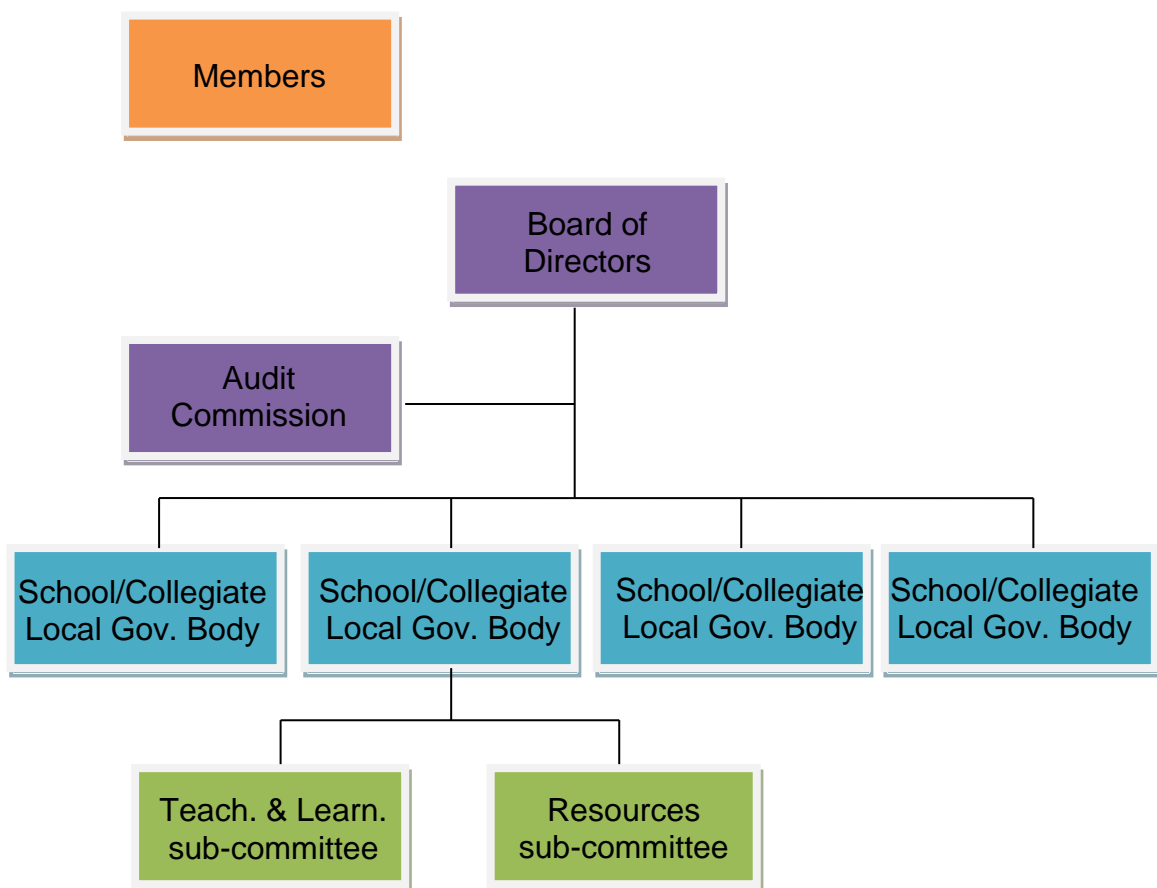
		to be amended.
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	Recommendation	School Response
5.	In future, the Head Teacher to authorise all lettings agreements.	Agreement to be amended to allow Head Teacher to sign letting agreement form.
6.	The school to amend its letting agreement form to require that hirers to have and provide details of public liability insurance to indemnify the school from any claims.	Letting agreement form to be amended and agreed at next GB meeting.

GS entered the meeting.

6. THE COLLEGIATE TRUST

GS explained how the Trust is formed, working with schools within the Trust and with a view to getting Greenvale to join the Trust being an existing feeder school. The Trust is set up as follows:



The board of directors is formed of eight people, comprising one CEO, two ambassadors and five governors from the local governing bodies.

GS explained that some schools have sub-committees. However, Riddlesdown Collegiate does not but governors have their own portfolios. The CEO sits on all the local governing bodies to support the head teacher and governors.

All staff become employees of the Trust and will have to adopt its policies.

GS and MD left the meeting.

7. PUPIL PREMIUM

It was reported that the children attending the forest school at Courtwood had an excellent time. All went with a good attitude and improved their self-esteem.

BMB and AF enquired whether something similar can be done at Greenvale. TW explained that Courtwood received a £10k grant to set it up. The funding includes finding a suitable location, set up and training required. Ideally, the school should be able to demonstrate its community use and not just for the school. If the go ahead is approved, it could be a very promising venture.

8. FINANCE AND RESOURCES COMMITTEE REPORT

MF announced that the first quarter figures were very good with an end-of-year figure of £38,263 against the planned budget figure of £17,341.

The Statement of Income & Expenditure and Virements sheets were agreed and signed.

9. PREMISES COMMITTEE REPORT

MF and BMB highlighted problems in the toilets. A broken lock that needs to be fixed and poor ventilation in the boys' toilet.

MF and DB discussed an issue with the access to the cisterns. There were also some issues with access to the mixer valves which are to be serviced annually. However, the plumber has given assurances that it can be accessed. As a result, MF is confident that the plumber will not charge additional labour costs if the valve cannot be accessed having given assurance on the contrary.

10. EDUCATION COMMITTEE REPORT

MF said that the Education Committee have not met recently. DB mentioned that the Self-Evaluation Form (SEF) and School Development Plan (SDP) will need to be reviewed early in the Autumn Term.

11. POLICY REVIEW GROUP REPORT

MF recommended that the school adopts a policy under the Disciplinary Code of Practice & Procedure. This would mean action being taken against a professional association or trade union representative. The Governing Body formally agreed to this proposal.

DB pointed out recommended amendments being made to the Lettings Policy after the recent audit. These were approved by the Governing Body.

Recommendation	School Response
In future, the Head Teacher to authorise all lettings agreements.	Agreement to be amended to allow Head Teacher to sign letting agreement form.
The school to amend its letting agreement	Letting agreement form to be amended

form to require that hirers to have and provide details of public liability insurance to indemnify the school from any claims.	and agreed at next GB meeting.
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12. CATERING

After the return of Steven Fuller, the school's catering is going very well. Very positive comments have been received from parents and children alike.

13. GOVERNOR SUCCESSION PLANNING AND VACANCIES

Item primarily covered at the previous meeting on 27 April 2016 and also under Matters Arising from the Previous Minutes.

14. ANY OTHER BUSINESS

LMS announced that she would be standing down as Chair at the next Friends of Greenvale AGM.

BMB and LMS are looking to start the food growing project at the school.

Governors discussed whether rooms and storage space should be set aside for specific classes and purposes. AF suggested that this be looked into by the Forward Planning Group.

As a member of the Licensing Committee, MF explained the need for proper licensing for the sale of alcohol [via raffle tickets] at events. A policy needs to be in place so that, if an event is being staged where there will be the sale alcohol, the Governing Body will need to formerly approve it before the event. This was agreed by the Governing Body.

MF said that there had been issues with kitchen users as well as children in the kitchen. Naturally, this raises problems with Health & Safety.

BMB was concerned about on site smoking during school social events. BMB cited a recent case of a parent seen smoking in the gazebo at today's Sports Day. When challenged, the parent swore back. BMB and GJ suggested that the school's Smoking Policy be amended to include vaping.

15. DATE OF NEXT MEETING

Date to be advised.

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The meeting closed at 8.55 pm

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MATTERS DEEMED CONFIDENTIAL UNDER SECTION 55 (2) OF THE EDUCATION (SCHOOL GOVERNMENT) (ENGLAND) REGULATIONS 1999

5. HEAD TEACHER'S REPORT

Safeguarding/Wellbeing

Several e-mails have been received from concerned parents asking for exclusion of a Year 5 pupil following a number of incidents since the beginning of the year. Other parents say that their children do not feel safe with this child around due to their frequent shouting, screaming and lashing out. An Educational Psychologist is already involved. The child is on the autistic spectrum and is educationally below average.

A form is due back from the client's mother which will enable a referral to be made to the behavioural support team so that support can be provided. AF asked that if this is not forthcoming, John Leese (Head of MASH) should be contacted.

Parental Complaint

A stage one complaint has been received by DB following an incident during a PE lesson. The staff member acted out of concern for the child's safety but did not contact DB immediately. The staff member has since met with TW and Rebecca Daemi. DB is confident that this will not progress any further.

DB informed governors of a separate incident that is under investigation that took place on 13 July that was reported to him by seven children. The child's father is very angry and the member of staff has been asked to stay away from the school for their own safety and that the child would be kept away if the staff member was on site. DB DB will write the child's father after the draft has been inspected by AF and MF as safeguarding governors.

Staffing

Lisa Cox (JCA) recently spent two days in the school office. Her view is that the office is underworked and not the opposite. MF and DB have now discussed the matter with HR.

Among the options is to bring in someone with project management and operational experience on a 3-6 months fixed-term contract. Their remit would be to set up support systems across the school, including cleaning, catering and the office. The successful applicant would work 20 hours a week and would cost the school £10-15k. JB said that the school are financially in a position to appoint. This was agreed by the Governing Body.