

**MINUTES OF THE GOVERNING BODY OF  
GREENVALE PRIMARY SCHOOL  
HELD ON WEDNESDAY 23 MARCH 2016 AT 5.00 PM**

**PRESENT**

Dan Bowden (DB)  
Alison Fisher (AF)  
Mike Fisher (MF)  
Graham Jennings (GJ)  
Louise MacAulay-Sutherland (LAS)  
Bryony Morris-Bullock (BMB)  
Jo Sadler (JS)  
Sarah Syradd (SS)  
Tracey Whiting (TW)

**ALSO PRESENT**

John Fennell (JF) (JCA)  
Phil Longster (PL) (Clerk)

**1. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Meena Davé (MDa) and Jonathan Bailey (JB).

**2. RE-ELECTION OF GOVERNOR**

Maddie Dunn (MDu) had decided not to seek re-election at the end of her term. It was agreed that the Governing Body will continue with one vice-chair (AF).

**3. REGISTER OF PECUNIARY INTERESTS**

There were no pecuniary interests that needed declaring.

**4. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 2 December 2015, having previously been circulated, were agreed and signed as a true record of the meeting.

**5. MATTERS ARISING FROM THE PREVIOUS MINUTES**

**4. Matters Arising from the Previous Minutes**

DB has not yet posted the website information.

DB

For the benefit of the new governors, DB to resend the link for online Prevent Training.

DB

DB to circulate the first quarter finance figures to the governors who not part of the Finance Committee.

DB

## 5. Head Teacher's Report

Kathryn Shearer, who joined in January, will be returning to Canada. Hayley Bridson will be leaving on 29 April. A letter will be sent to parents before the end of term to advise them of these departures. SS advised that this must be managed well as speculation can easily be made amongst parents when staff leave during the academic year.

## 6. Pupil Premium

DB has updated the Pupil Premium Impact website. DB, TW and Denise Vickery have met with the Pupil Premium children to review each case. It was noted that Pupil Premium numbers will be changing from September 2016, due to four Y6 Pupil Premium pupils leaving at the end of the academic year.

## 12. Policy Review Group

SS will e-mail the draft Assessment Policy to governors this evening. This will be kept in draft form until the end of the academic year and will be reviewed in the autumn term. DB advised that the Homework Policy will be rewritten during the summer ready for the new academic year.

SS

## 13. Any Other Business

MF to arrange a 'Meet the Governors' event with parents.

MF

AF has done some work on the Terms of Reference in relation to the Governing Body and Instrument of Government.

DB will place the Governing Body members' profiles on the website as soon as they are all returned.

SS has contacted several people to assist with reading training during the 2016-17 INSET days. However, the cost involved would be expensive and there would not be enough interest.

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

## 6. BUDGET 2016-17

JF took the Governing Body through the proposed budget.

The school will lose £200 of funding per pupil (I01) from the local authority.

SEN Funding (I03) has gone down due to the loss of one pupil.

Income from Facilities & Services (I08) is expected to go up as the After School Club has been taken back in-house.

Donations and/or Voluntary Funds (I13) have been set at nil as nothing is expected from the Friends of Greenvale. MF said that it would be easier to budget

for with a nil budget figure.

Teaching staff expenditure (E01) has gone up due to an increase in National Insurance contributions. This alongside a 1% pay award plus increments results effectively in an 8% increase.

Education Support Grant (ESG) has been reduced from £87 to £15 per pupil.

ICT Learning Resources (E20) is budgeted at £12,500. £6k of which being funded from former capital.

Agency Supply Teaching Staff (E26) is down to £10,600 as the school are using fewer agency staff than previous.

An in year deficit of £37,419 is being budgeted for with a carry forward surplus of £32,716.

The budget is to be formally approved at the next full Governing Body meeting.

The Review of Schools Balances, October to December 2015 Virements, balance sheets and Windmill Hill balance sheet were signed off.

The governors agreed to the balance over the 6% being spent on the following:

Nurture room: £5,000

KS2 Toilets: £20,000

Updating computers in the ICT suite: £15,000

Much of this work has already been planned for and agreed. There has been a big hold up with the toilets which is why this has now rolled over. The balance should be cleared by December 2016 as the computers will be purchased before the summer holidays.

The SFVS has been examined and completed by DB and GJ. This was agreed by the Governing Body and signed by MF.

JF left the meeting at this point.

## **7. HEAD TEACHER'S UPDATE**

### **Key Information**

Attendance has been generally good at 96.9%. However, persistent absenteeism not so at 7%. Letters have been issued to parents of repeated absentees and these are being monitored closely.

A fire test was successfully carried out on 21 March.

### **Safeguarding**

The local authority has been putting on a lot of safeguarding training for schools. SS attended the Safeguarding Forum on 10 March. However, the school has not made any referrals this term.

## **Summer Term**

In the summer term, Greenvale will be the hub school for a resilience project run by Cues Ed.

## **Friends of Greenvale**

The Friends of Greenvale will be funding new lighting around the school. The installation is expected to take place during the Easter holidays.

## **Staffing**

Mrs Kemp, Mrs Hurst and Mrs Wheel have all now left the school. Miss Bridson has recently handed in her notice.

## **Teaching & Learning**

The quality of teaching has gone up since the autumn term. Many recommendations made by Ann Longfield (Octavo) since then have been actioned.

## **SEN**

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

## **Pupil Premium**

Additional support will be offered to pupils including:

- Providing a laptop for one pupil who is reluctant to write and has specific learning difficulties.
- Running a 'Social Experience Group' for a small group of pupils which will include six visits to Courtwood School's 'Forest School.' This is to encourage children to 'get out more.'
- Creating a small girls' writing group for pupils in Years 5 and 6.

## **Finance**

Cathy Brearley has replaced Tom Scrace as our Croydon Schools HR Consultant, who has been promoted.

AF and MF left the meeting at this point.

## **PGL**

The school will undertake a PGL trip again in 2017-18. The Governing Body approved the trip in order for an appropriate week to be booked and to keep the costs down.

## **Audit**

The school will be audited from 13-14 June 2016. SS and TW recommended that JF assists with the preparatory work. It was acknowledged that there would be an additional cost for this as this relates to extra work not covered in the school's JCA fee.

DB encouraged governors to attend training sessions on offer as the costs are covered by Octavo. DB to circulate details.

DB

SS asked if a 'thank you' could be placed on the notice board for all the help given on Grounds Day. DB agreed and also considered a giving each a small gift.

## **School Development Plan**

### *Priority 1: Pupil Outcomes*

The school is rated 2B based on its relatively new leadership and KS2 reading issues. DB is very happy that Alistair Crow is working hard to ensure that the pupils' reading ability improves.

SS handed out SATs predictions. The current figures were not in line with the predicted percentage at present. Year 6 are closing the gap but it is unlikely that Year 2 will be able to. SS reminded governors that each pupil represents 3%. TW added that it is important to explain to Ofsted that when children struggle, how the school encourages progress and that it is able to offer a sound explanation.

### *Priority 2: Quality of teaching, learning and assessment*

BMB questioned why parent readers were being turned away instead of being asked to read in another class. LMS had heard of parents wanting to help but being uncertain of who to approach. SS offered to liaise with the staff and to address why this was not happening. TW asked that under these circumstances, the staff governors should be approached as there may be specific children they wish to target.

### *Priority 3: Personal development, behaviour and welfare*

Walks of the playground are being undertaken for which there has been hardly anything to report. The lunchtime supervisors are on top of any situations as they arise.

### *Priority 4: Effectiveness of leadership and management*

Mamta Malik and Helen Harrison are going on a coaching course. DB emphasised the need to move towards a 'doing' process and evaluating the outcome.

DB asked for governors to take the lead governor role for Priority 2 (previously MDu) and Priority 4 (vacant). These can be shared roles if necessary.

## **8. PUPIL PREMIUM**

Item covered in the Head Teacher's Update.

## **9. SEN**

Item covered in the Head Teacher's Update.

## **10. FINANCE AND RESOURCES COMMITTEE REPORT**

Item covered in the Budget 2016-17.

SS asked DB regarding the telephone system. DB said that the proposals have been agreed with the work pending.

## **11. PREMISES COMMITTEE REPORT**

DB said that the upcoming projects were listed in his report. DB added that Stuart Malley (caretaker) is doing a fantastic job. He also mentioned that Tina Dangerfield has returned to working at the school.

## **12. EDUCATION COMMITTEE REPORT**

The Committee have met. DB to arrange for the minutes to be circulated.

## **13. POLICY REVIEW GROUP REPORT**

AF to make one amendment to the Lettings Policy.

AF

BMB, GJ, AF and DB have reviewed the Mobile phone policy. These include the use of sanctions and confiscation if required.

The Marking and Feedback Policy has been reviewed. GJ requested that the following bullet point...

- Teaching assistants are also involved in the marking of pupils' work and they receive training and support to ensure they follow the guidelines of the policy.

...is amended to include 'inform parents.'

The Parent Code of Conduct Policy, Lettings Policy and Complaints Policy were reviewed by the governors and approved subject to amendments.

GJ to go through the memory stick he has been provided by MDu, with all the schools policies, to check the review dates.

## **14. CATERING**

DB said that the current situation was far from ideal. He was thinking of approaching Steven (the former catering manager) to see if he would consider returning to Greenvale. DB to contact Steven prior to the next full Governing Body

DB

meeting.

SS said that the catering budget may look healthy but it does not account for the amount of time DB is involved administratively. This being the result of children not being ticked off when they collect their lunch.

LMS enquired about returning to outsourcing. SS said that it was feasible but would not be encouraging to AF and MF, who very keen on making the in-house catering a success.

## **15. INSET DAYS**

The 2016-17 dates were agreed in principle by the Governing Body but are subject to change after consultations with the staff:

- Monday 5 September 2016
- Tuesday 3 January 2017
- Friday 24 March 2017
- Friday 16 June 2017
- Friday 21 July 2017

DB asked BMB and LMS whether there is a preference for Parent Consultation Day or Evening? It was agreed that an evening would be better as there are a number of working parents. Also, some parents choose specific times in order for them to take their children out for the day.

## **16. ANY OTHER BUSINESS**

There was no other business to discuss.

## **17. DATE OF NEXT MEETING**

Wednesday 27 April 2015 at 5.30 pm.

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The meeting closed at 7.30 pm

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

**4. MINUTES OF THE PREVIOUS MEETING**

**13. Any Other Business**

DB said that all support staff have had Performance Management.

MF said that Bill Lyttle was due to assist with the Workforce Review. However, as he is currently working in Nairobi, Tom Scrace has been approached although no response has been received as yet.

**7. HEAD TEACHER'S UPDATE**

**SEN**

The Educational Psychologist has frequently visited the school to assess four pupils. TW has arranged for the number of sessions to be increased for 2016-17.