

## MEETING OF THE GOVERNING BODY

### WHITEHALL PRIMARY SCHOOL

Held on Thursday 7<sup>th</sup> July 2016

#### Present:

|                               |                       |                         |
|-------------------------------|-----------------------|-------------------------|
| Nat Robertson (NR)            | Emma Collver (EC)     | Kathryn Kempster (KK)   |
| Helen Ball (CoG)              | Joanne Rumley (JR)    | Christine Townsend (CT) |
| Sarah Allen (Headteacher, HT) | Kathie Sharp (KS)     | Steve Burrow (SB)       |
| Tracey Nash-Smart (SBM)       | Abdi Salam Askar (AA) | Glenetha Mcnamee (GM)   |
| Abdi Ali Yusuf (AY)           |                       |                         |

#### In attendance:

Will Ewens – Deputy Head (WE)  
Felicity Forrest – Note-taker

The meeting started @ 6pm.

#### 1. Apologies, Introductions, Register of Business Interests & Training Record

- a) Welcome – Steve Burrow (Parent Governor)
- b) Apologies – Imrana Bashir, Sarah Croasdell – Accepted
- c) Pecuniary/Business Interests – None declared.
- d) Training – CT and JR both attended Academy Conversion (GDS) 30-06-16

It was noted that Amanda Lane (Clerk to Governors) would be taking a temporary break from work due to personal circumstances.

#### 2. Minutes of the Meeting held on 12<sup>th</sup> May 2016 and Matters Arising

- a) Accuracy – There being no amendments the minutes were Approved as an accurate record of the meeting and the CoG signed the minutes.
- b) Matters Arising – It was proposed that the HT contact LA/Skanska to clarify maintenance costs. Agreed

HT

#### 3. Headteacher's Report – Term 6

The HT reported there had been no major updates since Term 5.

- a) Achievement – Validated data will be presented in the Autumn Term when reliable comparison data has been released. Noted.
- b) Outcomes for KS1/KS2 SATS/Phonics (headline results were tabled)  
86% pass rate for Phonics was Noted.  
KS1/2 - The HT was pleased to confirm that the combined outcomes for Reading, Writing & Maths (RWM) compared favourably with those from 2014/15. It was noted these were remarkable results when compared against national outcomes as the expectations under the new Curriculum are much

harder.

***Q: Do the SATS results/figures for KS2 show an average pass mark?***

A: The figures are not averages and the percentages shown are across marks for the three main subjects (RWM) to indicate 'working at expected levels' - the figures demonstrate the number of children who attained a pass in all three.

Members wished to formally record their congratulations to all staff, with particular note to Year 6 who had to work extremely hard to catch up and fill gaps in learning.

c) Core Visit No. 3 – Leadership & Management (tabled)

An outcome of Outstanding was Noted.

Members wished to record their thanks for the continued work undertaken by SLT in achieving this judgement.

d) Expansion Updates

The HT reported that planning permission had been delayed due to ongoing concerns around highways/access. Skanska plan to leave site over the Summer holidays and will not return until permission is granted. It was noted that this delay will have substantial implications for the School and in particular, cause additional pressure for the SLT in finding a solution to accommodate an extra 30 children in September.

***Q: When the expansion is complete, how much outdoor space will be available for the children?***

A: The School have asked for and been assured that outdoor play space will not be reduced. The HT confirmed there will be a new play area outside the front of the School, additional space created from land to the North with SLA access to the running track and land around the Pavilion.

e) Multi-Academy Trust (MAT)

After discussion it was proposed that although no pressing action was required, the subject be a standing agenda item for FGB. Agreed.

**Action:** Clerk to add to upcoming FGB Agendas.

f) Enrichment/School Events

Recent work (Butterfly display) and visits to the Tate and Arnolfini were Noted.

g) Parent Questionnaire

The HT was pleased to report that the majority of parents feel positively about the School and report that their children enjoy attending, teaching and behaviour is good with specific feedback around friendly and approachable teachers.

There being no further questions, the HT report for Term 6 was Accepted.

Clerk

#### 4. School Improvement Plan SIP (circulated prior to the meeting)

a) SIP Summary Review

It was noted that the majority of the actions were complete but that impact would not be evident until a full analysis of data had been undertaken. The HT indicated that once this had been completed, there may be adjustments which may, for example impact EAL, raising and maintaining progress of RWM and leadership responsibilities.

b) SIP Summary Plan for 2016/17

After a full discussion, it was noted this would be developed further based on (a) above and would be ready for further consideration by the Board in Term 1.

#### 5. Governor Timetable & Committee Structure for 2016/17 (circulated prior to the meeting).

a) Meetings/Timetable - Members confirmed they had been contacted individually by the CoG and there being no further comments, the timetable was Approved.

b) Committee Structure - It was proposed that Abdi Salam Askar [check] join the Finance & Staffing Committee and this together with the proposed structure for 2016/17 was unanimously Approved.

It was proposed that due to Nat Robertson's term as Parent governor ending soon, it would be prudent he apply LA membership. Agreed.

NR

**Action:** NR to investigate LA Governor application.

#### 6. Committee Reports

a) Standards - notes to be circulated in Term 1.

**Action:** Clerk to distribute when ready.

HB/Clerk

b) Finance & Staffing - Ratify May out-turn (1<sup>st</sup>)

Nat Robertson (Chair of Finance) recommended approval of the May out-turn. It was noted that there had been no significant change since the Budget was approved in Term 5.

It was proposed that income from the Teaching School element be factored in and this was Agreed.

Members discussed at length potential losses in various income streams over the next three years. After a full discussion it was proposed that the Finance Committee meet to discuss projected deficits and to consider how achievable savings can be made. The discussion to consider key funding streams, Pupil Premium, SEND (high needs funding) and the impact of changes to the national funding formula.

**Action:** Agenda item @ Finance Committee in Autumn Term, meeting with BCC Finance Office, Agenda item for FGB.

NR/HT  
SBM

Members noted that the Chair of Finance and the SBM meet regularly to scrutinise the twice-yearly out-turns as a regular part of financial monitoring. There being no further questions, the May out-turn was Ratified and signed by the CoG.

## 7. Named Governor Reports

- a) SEND Report (tabled). It was noted this needed formal approval by the SENDCO. It was also noted that the report had also identified the issues around decreasing SEND funding streams for top-up funding (one-to-one).

**Action:** SENDCO to check/approve report.

SENCO

- b) Children in Care (CiC) (tabled). It was noted the report needs to be submitted to the Hope Virtual School before the end of July 2016.

**Action:** CiC to be submitted to Hope Virtual HT.

JR/HT

**Q: Is the expected progress for SEND children relative to age groups?**

A: Yes, the report provides good evidence that these children are doing really well.

There being no further questions, both reports were Accepted pending final approval from SLT.

## 8. Any Other Business

- a) Feedback from Governor Visit - The CoG has observed exemplary behaviour during assemblies (focus of visit) and reported that the children demonstrated quiet, respectful behaviour.
- b) Meeting Papers - It was proposed that an updated list of how Governors would like to receive meeting papers be circulated and passed to the Clerk. Noted that HB, GM and the HT wish to receive paper copies.
- c) Curriculum Meeting - There had been positive feedback had from parents after a recent meeting organised by WE around PE, Art and Music. Members wished to formally record their thanks to WE for his work on this. JR urged all Governors to try and attend these meetings in order to demonstrate accountability.

The CoG thanked all Members for their hard work and support over the last year and wished everybody a good holiday.

The meeting finished @ 7.15pm

## **Actions from Whitehall FGB T6 (2015/16)**

- |     |  |           |
|-----|--|-----------|
| 2b) | HT to contact Skanska re. maintenance costs (lift) | HT        |
| 2e) | Clerk to add MAT as standing agenda items for FGBs | Clerk     |
| 5.  | NR to explore LA Governor application              | NR/Clerk  |
| 6.  | Standards notes - to be circulated by T1           | HB        |
| 6.  | Finance - Working Group                            | NR/SBM/HT |
| 7.  | SEND report, to be checked by HT/SENDCO            | HT/SENDCO |
| 7.  | CiC report, to be sent to Hope Virtual HT          | HT        |