

# COOMBE ROAD PRIMARY SCHOOL

## Minutes of the Full Governing Body

Meeting date: 27 September 2017

Meeting time: 5.10pm – 7pm

Present: Ray Williams (RW – Chair), Gillian Burns (GB), Peter Freeman (PF), Vicky Phillips (VP – Head Teacher), Efchari Kapoli (EK) (from 5.30pm), Kiran Eyre (KE) (from 5.45pm)

In attendance: Melanie Arnold (MA - Clerk)

Apologies: Mo Marsh (MM), Nargis McCarthy (NM), Anne Meadows (AM), Rowan Milsted (RM)

Quorum: The meeting was quorate from 5.30pm

Item	Discussion and decisions	Action
1	<p><b>Welcome and apologies</b></p> <p>EK and KE had indicated they may be delayed, so Governors agreed to start the meeting, with decisions deferred until a quorum had been established.</p> <p><b>a) Apologies:</b> Governors accepted the apologies of MM, NM, AM AND RM. They noted and accepted that Mayoral duties would prevent MM from attending meetings until May 2018.</p> <p><b>b) Membership of committees 2017-18:</b> Governors agreed to continue with the membership agreed for 2016-17, pending consultation with those who were not present.</p> <p><b>Education and Learning:</b> GB, RW, VP, RM, KE <b>Resources:</b> PF, RW, VP, MM, AM, EF, NM</p> <p>[Later – following their arrival at the meeting, the Chair briefed EK and KE on this discussion. They were content to continue membership as above.]</p> <p><b>c) Declarations of interest:</b> There were none for this meeting.</p> <p><b>d) Governor vacancies:</b> Governors noted the resignation of Matt Jones, Parent Governor. There are now two vacancies:</p> <p><b>Co-opted Governor:</b> the Chair reported that he had met with a prospective candidate, who is considering whether he is able to take up a place on the governing body.</p> <p><b>Parent Governor:</b> MA and VP will arrange the election. Governors asked MA to include a note about childcare expenses in the nomination/election pack. They suggested that Resources Committee review the expenses policy. MA will add an item to the next agenda. RW will ask Middle Street Primary School for a copy of their expenses policy to send to Governors.</p> <p>EK arrived at 5.30pm and a quorum was established. The Chair updated EK, who was content with the views expressed during earlier discussions.</p>	<p><b>MA/VP</b></p> <p><b>MA</b> <b>RW</b></p>

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2	<p><b>Head Teacher’s report</b></p> <p>Governors discussed the Head Teacher’s report, including:</p> <p><b>Quality assurance:</b> The ‘Know your schools’ visit had taken place on 25 September. This visit that had been held over from last term. The Schools Partnership Adviser (SPA) had reviewed data and looked around the school. <b>Governors asked about the outcome of the visit. They were pleased that it had been successful and Coombe Rd assessed as ‘green’.</b> The next visit will be later this term when the SPA will meet middle leaders.</p> <p>Governors asked how the priorities identified in the Ofsted report had been fitted into the Raising Attainment Plan (RAP). VP explained how they had been included. She will send Governors the RAP, which incorporates related milestones and quality assurance. <b>She added that the whole staff team will scrutinise each other’s work. Governors asked how staff felt about this.</b> VP confirmed that they were all on board. Governors agreed that this would enable staff to see and learn from good practice.</p> <p>Coombe Road is participating in the University of Brighton Maths Mastery project. <b>Governors asked how the school became involved and how the project was funded.</b> VP had responded to a circular email and that the work was fully funded through the University. <b>Governors asked how ‘Shanghai maths’ related to this.</b> VP explained that Shanghai involves mastering number, and is an element of the Mastery way of teaching. <b>Governors agreed that the approach had been successful and that improvements had been evident since involvement in Maths Mastery.</b></p> <p><b>Appraisals:</b> <b>Governors agreed that RW, PF and GB will carry out the next Head Teacher appraisal.</b> VP will check the availability of the SPA, with a view to an appraisal date of 7 or 8 November at 2.50pm. <b>Governors noted the plans for appraisal of other staff, but were concerned about the impact on VP and the Assistant Head Teacher/SEND Co-ordinator workloads.</b> VP said they were both content with the arrangements and she believed they allowed a consistent approach in their areas of responsibility. Appraisals will be reported at the next Resources Committee. MA will add this to the agenda. <b>Governors asked if teachers were aware that the pay agreement had not yet been finalised and whether there had been definitive advice from the Local Authority.</b> They were informed that teachers are aware that negotiations are in the consultation phase.</p> <p>KE entered the meeting at 5:45pm.</p> <p><b>Staffing:</b> VP updated Governors on the restructure and explained that the Deputy Head Teacher would not be returning to school. <b>Governors noted the arrangements for covering the work, and formally approved the revised</b></p>	<p>VP</p> <p>VP</p> <p>MA</p>

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	<p>staffing structure.</p> <p><b>Current context:</b> Governors reviewed the data and asked how it compared to last year. VP said the number of pupils on last year's roll was 207. Governors were concerned that the reduced roll this year would impact on next year's funding. They asked if the percentage of SEND pupils had changed and VP confirmed there had been no change. Governors asked about Pupil Premium figures, and were assured that these were similar to last year. They asked whether 'in care' children included looked after children. VP said that it did.</p> <p><b>Attendance:</b> Governors were pleased with the letter from the Council's Assistant Director of Education and Skills, which acknowledged above national average attendance. Governors asked how the figures in the letter compared to data published by the school. VP explained that reception was not included in the Council's figures, but is included in the school's own data. Governors congratulated the school on the change in culture here.</p> <p><b>Resources:</b> Governors were concerned about the continuing problem over the toilets and that VP had been called several times during the holidays by the local authority. VP had sent a strong email of protest and Governors asked if this had caused the work to be completed. VP said she had received an apology, and the work was now being progressed out of hours. Governors asked if an official complaint had been made. VP informed them that she intended to raise her complaints at an end-of-project meeting. Governors felt this contract had been poorly monitored by the Council, and the Chair agreed to write a letter of complaint to Services to Schools.</p> <p><b>Health and Safety:</b> Governors acknowledged the work involved in ensuring the infrastructure to support emergency planning and thanked VP for her contribution to this. They asked about training for Governors on emergency planning. VP said she was organising a further session and would invite Governors once it been arranged. Governors asked if emergency planning included business continuity and were assured that it did.</p>	<p>RW</p> <p>VP</p>
3	<p><b>Admission arrangements for September 2019</b></p> <p>Governors discussed the local authority consultation on proposals to reduce the Published Admission Number for five schools because of a fall in the projected number of primary pupils. This will mean Coombe Road becoming a single form entry school. Governors noted that they had requested this change a year ago and agreed to support it, but were concerned there may still be too many places in the area. They wondered whether the proposals could put Partnership schools in competition with each other and hoped that local agreements could be reached on reducing school places in the light of the forecast decline in pupil numbers in our area. They asked whether there</p>	

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	<p>were likely to be any school closures. VP thought not, the Council has said they have no plan to close schools and wish to ensure no school is disadvantaged. <b>Governors asked if there would be two year 6 classes next year.</b> VP confirmed it was likely because of the number of children currently in school. <b>Governors agreed that they would need to be mindful of the potential impact on funding in this situation.</b></p>	
4	<p><b>Governor monitoring visits</b></p> <p><b>Governors said they would like to see all of the slots filled in VP's table of visits and volunteered for several sessions.</b> VP and MA will update the table and circulate to Governors to see if the gaps can be filled.</p>	VP/MA
5	<p><b>Governor training and development</b></p> <p>Governors were satisfied with the summary of training activity, but recognised the need to continue developing appropriate skills and knowledge. They noted that all Governors were welcome at the Partnership and Strategy meetings. All agreed to review the Council's training programme for suitable courses.</p>	
6	<p><b>Items for approval/information</b></p> <p><b>a) Minutes and actions of the meeting of 11 July 2017:</b> Governors agreed the minutes of the meeting on 11 July 2017. Actions had been completed, with the exception of:</p> <p><b>Item 6 – Health and Safety:</b> RW will report after his next meeting with the Health and Safety Co-ordinator.</p> <p><b>Item 7 – Unity Partnership:</b> VP reported that she will brief Governors following the next meeting. <b>Governors said they were keen to see how Governors could add value to the Partnership.</b></p> <p><b>Item 11 – Minutes of the meeting of 4 April:</b> AM and NM to complete newsletter profiles.</p> <p>Other items discussed:</p> <p><b>Item 8:</b> <b>Governors asked about progress on the review of Pupil Premium spend.</b> VP confirmed that this is in hand.</p> <p><b>Item 12:</b> Governors agreed to revisit Link Governor responsibilities at the next meeting. MA will circulate the current list.</p> <p><b>b) Register of Pecuniary/Governance Interests:</b> Governors present completed and signed the forms. MA will update the register.</p>	<p>RW</p> <p>AM/NM</p> <p>VP</p> <p>MA</p> <p>MA</p>

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	<p><b>c) Education and Learning Committee – Terms of Reference:</b> These were approved, subject to changing references to ‘school improvement and development plan’ to ‘Raising Attainment Plan’. MA will make the changes.</p> <p><b>d) Resources Committee – Terms of Reference:</b> These were approved.</p> <p><b>e) Code of Conduct:</b> Governors noted and agreed the Code of Conduct.</p> <p><b>f) Scheme of Delegation:</b> Governors approved the Scheme of Delegation. Governors asked the meaning of ‘voluntary funds’. VP explained this would include such items as ad hoc donations or PTA funds. <b>Governors asked that the next Resources Committee receive a report from the Business Manager on PTA funds and review the level of Head Teacher virement.</b> MA will add these to the Resources agenda.</p> <p><b>g) Policies:</b> Governors thanked VP and her colleagues for well-presented documents.</p> <ul style="list-style-type: none"> <li>• <b>Child Protection and Safeguarding:</b> this was approved, subject to changing the Link Governor to MM.</li> <li>• <b>Early Years Foundation Studies (EYFS):</b> This was approved.</li> <li>• <b>Health and safety:</b> Governors noted that this was based on the Brighton and Hove City Council model and approved the policy.</li> </ul>	<p><b>MA</b></p> <p><b>MA</b></p>
7	<p><b>Any other business</b></p> <p><b>Governors asked how staff felt now there were fewer staff members.</b> VP said that staff were content overall and had demonstrated a high level of commitment. Governors said that this was all credit to VP. They stressed the importance of reviewing her workload regularly and encouraged her to be mindful of her work/life balance.</p> <p>The meeting ended at 7pm</p>	
	<p><b>Date of next meeting:</b> Tuesday 12 December 2017 – 5pm</p>	

Signed (*Chair*) .....

Date .....